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ABSTRACT

This booklet provides an initial list of resources that development personnel in Catholic schools may explore as they build their plans and programs. Seven types of resources are identified. The first type includes books and periodicals on public relations, fund raising, foundations, estate planning, long range planning, studnt recruitment and selection, and the community power structure. The second type are organizations offering services related to alumni programs, communication, printing, data processing, direct mailing, fund raising, and program counseling. The third type consists of primary sources of public financial information about prospective donors. Locations of Securities and Exchange Commission offices are listed. Books recommended for purchase by development offices comprise the fourth type of resource; they include materials discussing biographies, financial information, corporations, foundations, government, tax data, publicity, directories, and periodicals. Services offered by the development office of the National Catholic Educational Association form the fifth resource group. The sixth type of resource provides information about private foundations; the booklet describes procedures to use in obtaining such information, including materials from the Foundation Center. The seventh resource describes the benefits and services offered to members of several national and local organizations with interest in development. (PGD)

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National Catholic Educational Association

EA 018 405

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Produced by

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Compiled by

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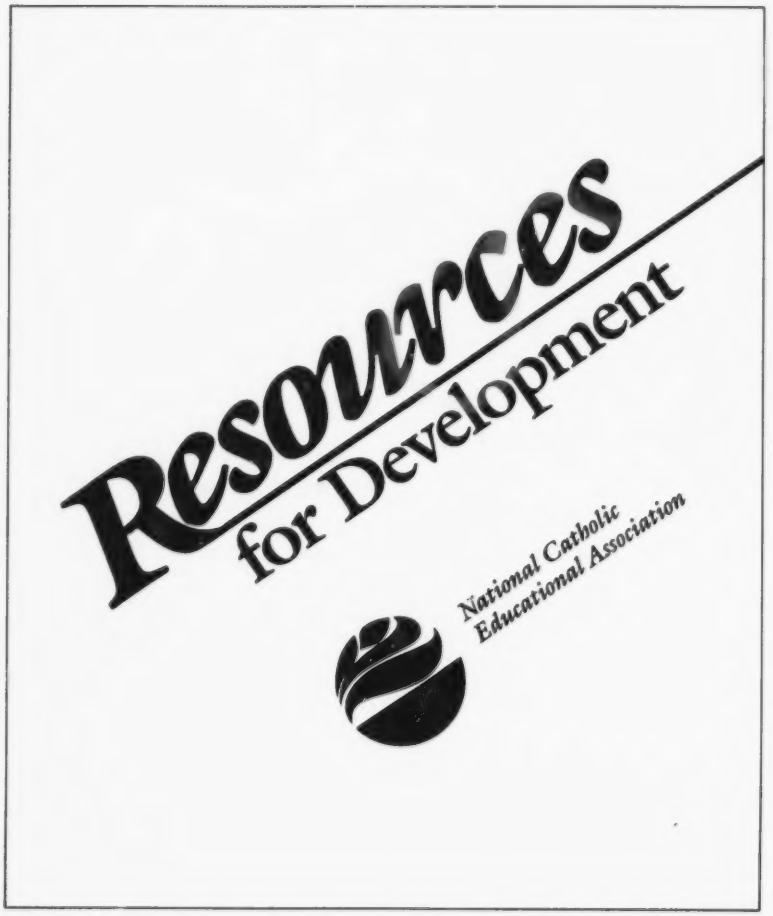

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Material for some sections of this publication was provided by Dr. Robert L. Stuhr, Partner, Gonser Gerber Tinker Stuhr, 105 West Madison Street, Chicago, IL 60602. Through four years of consultation, Dr. Stuhr has provided guidance in the delivery of development education to Catholic institutions. He assisted in the initial outline of this publication.

TABLE OF CONTENTS

v **INTRODUCTION**

1 **RESOURCE I**
Bibliography
1 Public Relations
1 Fund Raising
2 Foundations
2 Estate Planning
3 Long-Range Planning
3 Recruitment and Selection of Students
3 Community Power Structure

5 **RESOURCE II**
Services
5 Alumni Services and Items for Sale
6 Communications and Printing
8 Data Processing and Direct Mail
11 Fund Raising and Development
17 Program Counseling

19 **RESOURCE III**
Financial Information About Donors
19 Obtaining Publicly Available Information
20 Securities and Exchange Commission Office

23 **RESOURCE IV**
Reference List of Books for Purchase
23 Biographical
23 Financial Information
23 Corporations
25 Foundations
27 Government
27 Tax Data
28 Publicity
28 Directories
29 Subscriptions

31 **RESOURCE V**
Special Services of Development Office/NCEA
31 Development Office
31 How to Books
Consultation
Symposium
Pastors Development Newsletter
Christian Brothers Investment Services, Inc.
Development Assistance of Quality Product
Convention

33 **RESOURCE VI**
Information Centers
33 Researching Private Foundations
36 Foundations and Donors Interested in Catholic Activities, Inc. (FADICA)
36 Foundation Center Publications

41 **RESOURCE VII**
Memberships
41 National
41 National Catholic Educational Association (NCEA)
42 National Catholic Development Conference (NCDC)
42 National Catholic Stewardship Council
43 Council for the Advancement and Support of Education (CASE)
44 National Society of Fundraising Executives (NSFRE)
44 Public Relations Society of America (PRSA)
46 Local
Diocesan Pastoral Council
Parish Organizations
Chamber of Commerce
Advertising Clubs
Publicity and Public Relations Organizations

INTRODUCTION

A major function of development centers on establishing good contacts with publics who can enhance the status of a given institution or program. Development personnel are more successful as they have at hand the tools to uncover and promote meaningful relationships. This booklet provides an initial list of resources which development personnel need to explore as they build their plans and programs.

Materials have been chosen for this publication in response to requests received at the national office from many development offices in Catholic institutions. Sections are included here as representative. In no way do these materials represent that they are all inclusive. Hopefully they will guide the reader to further helpful materials and especially relationships with persons who will find an individual program or institution to their liking.

If this publication provides one more link of communication in the ongoing national conversation about the necessity of enhancing and promoting all aspects of Catholic education, it will be successful.

The National Catholic Educational Association and its Development Office present this material as being accurate. However, no endorsement is implied or intended for any of the materials or services listed here. The quality of such items must be determined individually by potential users.

RESOURCE I
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Signature Systems by E.S.P. Systems, Inc.

Lakewood Center, 3B
Star Rt. 14T
Locust Grove, VA 22508
703/972-2377

Mr. Harvey L. Huston
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Automatic signature machines will sign your signature at a rate of 400-600 per hour. Also writes P.S.'s or notes automatically. Feeds cut sheets or continuous forms of nearly any size.

Smith-Hemmings-Gosden

3360 Flair Drive
El Monte, CA 91731
818/571-6600

Mr. Richard W. Felton
Senior Vice President

Full service direct mail fund raising firm. We provide creative marketing, computer, production and lettershop services to nonprofit organizations.

The Stelter Company

3821-71st Street
Des Moines, IA 50322
515/278-5253

Mr. Larry P. Stelter
President

Publisher of direct mail planned giving programs including four-color quarterly mailers, custom designed programs, wills and bequests mailers, professional newsletters and the "charitable giving course."

Western Computing

537 E. Osborn Rd.
Phoenix, AZ 85012
602/274-0383

Mr. Gary L. DeVelder
Marketing Representative

Offers complete fund raising system for users desiring multi-user capabilities. Many other modules available to integrate with fundraising software. For 10,000-250,000 records.

The Williamson Group

129 Mt. Auburn Street
Cambridge, MA 02138
617/497-6848

Mr. Ben M. Snyder
Marketing

Provider of computer software, hardware, training, consulting, and support for development, admissions, and business offices of independent secondary schools. The firm has over 150 clients across the United States and Canada.

D FUND RAISING AND DEVELOPMENT

American Association of Fund Raising Counsel Inc.

25 W. 43rd St.
Suite 1519
New York, NY 10036
212/354-5789

Mr. John J. Schwartz
President

A non-profit organization of professional fund-raising firms which maintain high ethical standards and adhere to a strict code of fair practices.

American City Bureau

9501 West Devon Avenue
Rosemont, IL 60018
312/696-1450

Mr. Gary E. Rounding
Vice President

Conductor of developmental studies, provides resident campaign direction, designs endowment development programs, and offers advisory services related to the complete scope of philanthropic development.

Barlow Associates, Inc.

2504 Dover Lane
St. Joseph, MI 49085
616/429-2601

Mr. Edward D. Barlow, Jr.
President

"Futures" oriented consulting to dioceses, parishes, schools, foundations. Counsel available in strategic planning, financial management, development. Mentoring and professional growth activities available for boards, advisory groups, administrators, and staff.

Barnes & Roche, Inc

1084 East Lancaster Avenue
Rosemont, PA 19010
215/527-3244

John P. Butler, III
President/Chief Operating Officer

Institutional advancement consultants providing strategic and operational consultation in the areas of institutional planning; assessment and feasibility studies; annual, capital and planned gift programs; leadership development and training; computer applications; writing, organization and staffing of advancement offices for educational institutions and other non-profit organizations.

Bentz, Whaley, Flessner & Associates, Inc.

6800 France Ave., South, #559
Minneapolis, MN 55435
612/925-6046

Mr. Frank H. Bentz
Chairman

Providing fund raising counsel to all types of non-profit organizations, including the Universities of Detroit and Minnesota.

Bernd Brecher and Associates, Inc.

25 West 43rd Street, Room 820
New York, NY 10036
212/869-4646

Mr. Bernd Brecher
President

Feasibility studies; strategic, long range and marketing plans; capital campaign management; endowment and planned giving; leadership development; case studies and proposal writing; searches and staff training.

Brakeley, John Price Jones Inc.

1600 Summer Street
Stamford, CT 06905
203/348-8100

Mr. George A. Brakeley, III
Executive Vice President

Provides non-profit organizations in the U.S. and overseas with institutional and financial planning; development and fundraising studies; capital-campaign management; and counseling on all facets of fund raising.

Thomas E. Broce Associates, Inc.

P.O. Box 1652
Evergreen, CO 80439
303/674-2353

Dr. Thomas E. Broce
President

Serves as consultants on fund raising for non-profit organizations. Service includes capital campaigns, total institutional advancement, volunteer organization and management.

Browning Associates, Inc.

25 Clifton Ave.
Newark, NJ 07104
201/481-1850

Mr. Russell G. Browning
President

Specialize in working with the independent school. Assist with planning, trustee functioning, administrative studies, admissions, publications, annual capital, deferred giving.

Campbell and Company

One East Wacker Drive
Chicago, IL 60601
312/644-7100

Mr. Donald A. Campbell, Jr.
President

Full-service philanthropic development firm, specializing in counsel and management of capital, annual, and planned gift programs; campaign feasibility studies; marketing and development audits and plans; market research; and a full spectrum of communications services.

Cargill Associates

4701 Altamesa Blvd.
P.O. Box 330339
Fort Worth, TX 76163-0339
817/292-9374

Dr. Olan H. Runnels
Vice President and Director of the Institutional Division

Specialists in feasibility studies and capital campaign management, provides professional fund-raising counsel for schools, colleges and universities.

Catholic School Management

24 Cornfield Lane
Madison, CT 06443
203/421-4789

Mr. Richard J. Burke
Publisher, Catholic School Management Letter

Catholic School Management publishes the "Catholic School Management Letter" and "Catholic School Management—On Boards." The "Catholic School Management Letter" is a quarterly publication designed to assist administrators in the areas of financial management and development for Catholic schools. "Catholic School Management—On Boards" is a bi-monthly publication designed to provide inservice for board members, pastors and principals concerning the specific roles and responsibilities of Catholic elementary school boards.

Clardy & Associates, Inc.

P.O. Box 531
Isle of Palms, SC 29451
803/886-5757

Mr. Cermette J. Clardy, Jr.
President

Counsel in fund raising and admissions primarily for smaller colleges and schools in the private sector. Also offer services in search and placement within development profession.

Community Service Bureau

3500 Oak Lawn, Suite 180
Dallas, TX 75219
214/526-5252

Mr. Jim C. White
Executive Vice President

Individually designed fund raising programs for universities colleges, and secondary schools. Services include planning and counseling; implementation of full management of programs.

Connecticut Bank & Trust Co, (CBT)

One Constitution Plaza
Hartford, CT 06115
203/244-5806

Mr. John W. Dixon
Assistant Secretary

A full range of investment management and trust services and enjoys a reputation in planned giving services, pooled income funds and charitable remainder trusts, that is second to none.

Development Management Associates

249 E. Ocean Blvd., Suite 712
Long Beach, CA 90802
213/436-2221

Ms. JoAnn D. Flowers
Marketing Representative

Provides development and fund-raising feasibilty and planning studies; capital campaign management, long-range planning, planned giving and leadership development.

R. F. Dini & Associates, Inc.

600 Jefferson, Suite 630
Houston, TX 77002
713/654-9210

Mr. Robert E. Corder
President

Works closely with each client to tailor services to particular needs and situations. We provide fund-raising feasibility studies, various levels of consulting involvement or full-time program management.

Disclosure

161 William St.
New York, NY 10038
212/732-5964

Mr. Michael Gruenberg
Marketing Specialist

Provides business and financial information services on over 10,000 public companies who file annual and periodic reports with the Securities and Exchange Commission. These services include online databases, demand document delivery and document subscriptions on microfiche and paper copy. Annual reports on over 2,000 foreign firms are also available in microfiche and hard copy.

Charles R. Feldstein and Company, Inc.

1127 Euclid Avenue, Suite 705
Cleveland, OH 44115
216/579-9995

Mr. Morris Everett Jr.
Vice President

Provides fund raising counsel, public relations and communications services to non-profit cultural, educational, and community institutions.

James W. Frick Associates, Inc.

Suite 888
St. Joseph Bank Building
South Bend, IN 46601
219/289-8989

Dr. James W. Frick
President

A comprehensive college and university relations and fund raising firm which has worked with Catholic institutions in America and across the world.

Fund-Raising Institute

P.O. Box 365
8 Cavalier Drive, Rear
Ambler, PA 19002
215/628-8729

Mr. William F. Balthaser
Editorial Director

One of the nation's major publishers of works on fund-raising techniques. Researches and reports on fundraising techniques through books, periodicals and educational meetings.

Funds Transfer, Inc.

224 Walnut Street
Chattanooga, TN 37403
615/265-5195

Mr. Daniel L. Chandler
President

Administers pre-authorized checking and credit card charge programs for collection of contributions and tuition.

Richard P. Garrigan

P.O. Box 31273
Omaha, NE 68132
402/553-0256

Mr. Richard P. Garrigan
Development Consultant

Development consultation for Catholic dioceses, parishes, elementary and secondary schools. Services include building blue ribbon development committees, major gifts, foundations, public relations, alumni, estate planning.

Goettler Associates, Inc.

580 South High Street, Suite 230
Columbus, OH 43215
614/228-3268

Ms. Linda V. Bryan
Director of Marketing

An established fund-raising consulting firm specializing in intensive capital or endowment campaigns where goal is $500,000 or more.

Gonser Gerber Tinker Stuhr

105 West Madison Street
Chicago, IL 60602
312/251-5819

Dr. Robert L. Stuhr
Partner

Offers complete development consulting services to colleges, universities, preparatory and elementary schools, dioceses, and other philanthropic institutions.

John Grenzebach & Associates, Inc.

845 N. Michigan Avenue
Chicago, IL 60611
312/787-6690

Mr. Martin Grenzebach
President

Offers a full range of development consulting services including: feasibility/development studies, capital campaign management, development program audits, ongoing program counsel, systems support services, etc.

Haas Coxe & Alexander

44 Broad St., Suite 404
Atlanta, GA 30303
404/525-4821

Mr. G. Douglass Alexander
Executive Vice President

Conductor of major capital campaigns for over 400 clients in the Southeast since 1954. Offers a complete range of services including campaign direction, marketing, planned giving and counseling.

Jerry A. Jarc and Associates

The Catholic Center
1031 Superior Ave.
Cleveland, OH 44114
216/696-6525

Mr. Jerry A. Jarc

Catholic education consultant in endowments, planned giving, annual fund, alumni development, public relations, recruitment and planning. Assistance with starting, auditing and monitoring development offices.

Kersting, Brown & Co., Inc.

45 N. Broad Street
Ridgewood, NJ 07450
201/652-1030

Mr. Donald L. Kersting
President

Counseling on capital and annual development programs at educational institutions and medical centers.

Ketchum, Incorporated

314 Chatham Center
Pittsburgh, PA 15219
412/281-1481

Mr. George W. Rooney, Jr.
Assistant to the President

A full-range fund-raising counsel specializing in resident direction of capital and endowment campaigns with offices in Pittsburgh, Boston, Charlotte, Chicago, Dallas and Los Angeles.

Lavender/Rice & Associates

4792 Grand Avenue
Ojai, CA 93023
805/646-7722

Mr. David G. Lavender
Partner

Counsel on all aspects of fund raising, with emphasis on building new development offices and programs at independent schools, and in training new development officers.

Marts & Lundy Inc.

1200 Wall St., West
Lyndhurst, NJ 07071
800/526-9005 201/460-1660 (New Jersey only)

Ms. Louise M. Blydenburgh
Vice President/Operations

The firm provides counseling for development programs and campaigns; conducts studies; writing and design service; electronic screening and research services.

Len Meyer & Associates

800 Grant, #101
Denver, CO 80203
303/821-7146

Mr. Len Meyer
President

Consultants in philanthropy; fund raising, marketing, communications. Addressing ongoing operational fund raising, capital campaigns, and planned giving programs. Assessment of current programs; design of new programs; development and implementation of comprehensive operating plan.

NCEA Financial Consulting Services

24 Cornfield Lane
Madison, CT 06443
203/522-3169

Mr. Richard J. Burke
NCEA Financial Planning Consultant

The NCEA Financial Consulting Services provide financial, marketing, management and development consultation services to Catholic elementary and secondary schools, as well as dioceses and religious communities. Specific areas of emphasis include long-range planning, case statement development, financial management, accounting, budgeting and bookkeeping, and comprehensive development programs.

Robert E. Nelson Associates, Inc.

180 W. Park Avenue, Suite #10
Elmhurst, IL 60126
312/832-8775

Mr. Robert E. Nelson
President

Provides development counsel to not-for-profit institutions, primarily colleges and universities.

R&R Newkirk

P.O. Box 1727
Indianapolis, IN 46206
800/428-3852

Mr. Brent Blanner
Manager, Development Services

Provider of state-of-the-art software, reference, training, promotional and other support services in the area of planned gift development.

Omaha Development Services

3212 No. 60th Street
Omaha, NE 68104
402/551-2042

Rev. John A. Flynn
Director of Education, Archdiocese of Omaha

Comprehensive summer development institutes for school personnel in Omaha/Sacramento. On-site one-day workshops, consultations.

Payne, Wester, Forrester & Olsson

18 Asylum Street
Hartford, CT 06103
203/525-6610

Mr. Robert H. Forrester
Partner

Full service fund raising management consulting. Providing campaign feasibility studies, development program credits, long range planning, program counsel, staff recruitment and training.

Pentera, Inc.

8650 Commerce Park Place
Indianapolis, IN 46268
317/875-0910

Mr. James R. Marshall
Executive Vice President

A full service planned giving company. Services include customized promotional materials, shelf booklets, training seminars, and full range of technical and marketing consultations.

Arthur D. Raybin Associates, Inc.

P.O. Box 67
Chappaqua, NY 10514
914/238-8157

Mr. Arthur D. Raybin
President

Firm specializes in capital campaigns for colleges, schools and other gift-supported institutions; emphasis on thorough pre-campaign studies and solicitor training; no geographical limitations.

Resource Development, Inc.

3 Corporate Centre, Ste. 3-100
Springfield, MO 65804
417/882-7777

Mr. William R. Jester
President

A financial consulting firm working in the areas of planned giving, endowment campaigns, and major donor solicitations.

Ross, Johnston & Kersting, Inc.

922 Broad Street
Durham, NC 27705
919/286-0721

Ms. Julie J. Clodfelter
Office Manager

To review and evaluate all facets of planning, operation, strategy and techniques for development programs at non-profit institutions.

Security Benefit Life Insurance Company

700 Harrison
Topeka, KS 66636
800/255-2461

Ms. Rae Anthony
Regional Sales Vice President

The contribution builder program promotes annual giving by enabling your donors to receive back, for their families an amount equal to their contributions.

Robert F. Sharpe & Company, Inc.

5050 Poplar Avenue, Suite 1222
Memphis, TN 38157
800/238-3253
901/767-2330

Mr. Robert T. Bridges
Vice President

Complete services in current and planned gift development. Consulting to assist in designing or revitalizing planned giving programs; publictions for donors; comprehensive training for development personnel.

C. W. Shaver & Company, Inc.

654 Madison Avenue, Suite 2009
New York, NY 10021
212/753-9125

Mr. Nicholas T. Goldsborough
Executive Vice President/Mid-Atlantic Division

A fund-raising and management counseling firm serving not-for-profit and public sector organizations nationwide, especially educational, cultural, health and religious institutions.

Staley/Robeson/Ryan/St. Lawrence, Inc.

388 Westchester Ave.
Port Chester, NY 10573
914/839-3167

Mr. Frank H. Robeson
President

Counseling and direction for capital and annual fund campaigns, feasibility studies and other fund-raising services for schools, colleges and other organizations. Many Catholic clients.

E PROGRAM COUNSELING

Adams Associates

Box 798
Devon, PA 19333
215/687-5600

Mr. Francis T. Adams, Jr.
President

Twenty-five years' experience in institutional communications and marketing services. Unique feature is inhouse capability to produce total graphic programs, slide and video productions.

John B. Cummings Co. Inc.

22 East 72nd St.
New York, NY 10021
212/988-8162

Mr. John B. Cummings
President

Capital campaigns, annual appeals, endowment enhancement. Specialize: advance gifts, corporate/foundation grants, deferred giving.

Development Dynamics Group, Inc.

8204 Exchange Way
St. Louis, MO 63144
314/968-8200

Mr. William D. Jenkins
Executive Vice President/Development

General development counsel; direct mail fund raising counsel, creative and production services (concept through mailing); data processing/database packages with specialty in development software.

Fazio International, Ltd.

1230 Seventeenth St., NW
Washington, DC 20036
202/293-0860

Mr. Charles R. Fazio
President

Provider of a full range of fund-raising, pubic relations, constituency development, and executive placement consultation services to educational institutions and other nonprofits.

Garofolo, Curtiss & Kaplan

326 W. Lancaster Ave.
Ardmore, PA 19003
215/896-5080

Mr. Frank A. Garofolo
President

An executive search firm that developed a practice in the "not for profit" sector with a proficiency in the recruitment and selection of key development personnel.

Ray Heckendorn & Associates

P.O. Box 10408
St. Louis, MO 63145
314/725-4180

Mr. Ray Heckendorn
President

Fund raising counsel, annual giving, planned giving, capital campaigns, computer software for planned giving, seminars, CRFE and NAHD Fellow.

Edward Howard & Company

1021 Euclid Avenue
Cleveland, OH 44115
216/781-2400

Mr. James G. Lubetkin
Senior Account Executive

For 60 years have provided public relations and public affairs counsel, including secondary and higher education programs in support of admissions, fund raising and enhanced recognition.

The Ingersoll Group, Inc.

6460 E. Yale, CD-157
Denver, CO 80222
303/694-3930

Ronald J. Ingersoll, Ph.D.
President

A college admissions consulting firm that specializes in marketing research, communications and publications programs, admissions training programs, alumni recruitment programs, and market studies for institutions of higher education.

Jennings, Hood & Associates

7814 Carousel Lane, Suite 300
Richmond, VA 23229
804/270-4335

Mr. Harry H. Jennings
Partner

Development counseling services to institutions in the southeast. Board building; long-range planning; development program audits; fund-raising surveys; annual, capital, endowment, and deferred giving; P.R.; and student recruitment programs.

Carney, Sandoe & Associates

136 Boylston Street
Boston, MA 02116
617/542-0260

Ms. Nancy K. Sandoe
Advancement Placement Officer

An educational consulting firm working with independent schools throughout the U.S. and overseas in many areas, among which are development, public relations, and alumni affairs.

Paul Stafford Associates, Ltd.

888 17th St., NW, Suite 201
Washington, DC 20006
202/331-0090

Mr. Robert A. Sellery, Jr.
Vice President and Manager

Executive search consultants.

Jewell Vroonland & Associates

4902 Roland Avenue
Baltimore, MD 21210
301/467-5895

Mr. Jewell L. Vroonland
President

General marketing and operations assistance, including computer programming/systems work. Direct mail campaigns, from planning through letter production/mailshop. Publications design and writing.

RESOURCE III

Financial Information About Donors

A OBTAINING PUBLICLY-AVAILABLE INFORMATION

A great deal of financial information about individuals, as well as corporations and foundations, is available through publicly-available documents. The following reviews the primary sources of *publicly-available financial information* about individual prospective donors and how to obtain it.

1. Examining Stock Proxies

Stock holdings of an officer or a director of a corporation which is registered with the Securities and Exchange Commission are a matter of public record and are listed in the annual proxy statement sent to stockholders.

Frequently the individual's salary and other remunerations are also listed, as well as his or her directorships in other corporations. (Some, like the General Electric Company, also list a director's trusteeship of educational institutions and of other non-profit organizations.)

Corporations required to register with SEC are those with 500 or more shareholders and at least $1,000,000 in assets, or a corporation listed on one of the fourteen stock exchanges: American, Boston, Chicago Board of Trade, Cincinnati, Detroit, Midwest (Chicago), National (New York), New York, Philadelphia-Baltimore-Washington (Philadelphia), Pacific Coast (Los Angeles-San Francisco), Pittsburgh, Salt Lake City, San Francisco Mining, Spokane.

If you desire information about the holdings of a particular person who is an officer or a director in a corporation meeting the criteria above and your institution does not hold stock in that particular company, you might wish to confer with the broker handling your institution's stock investment account, or with an official of the bank with which your institution's funds are deposited. These officials usually can obtain for you copies of proxies, either from their own files or from their correspondent offices or banks in major cities.

You can also inspect a copy of the proxy statement of companies meeting the above criteria by visiting the public reference library of the Securities and Exchange Commission's Washington, New York, or Chicago offices. A file is maintained on each company, with copies of recent proxy statements, annual reports, prospectuses relating to new stock offerings, and other materials filed with SEC. A coin-operated copying machine is available at these offices.

In addition, each regional office of the SEC has available for public inspection proxy statements and other materials for corporations meeting the above criteria and having their principal office in the region. A list of the regional offices appears at the end of this section.

At the Public Reference Room of the Securities and Exchange Commission in Chicago, located in the Everett McKinley Dirksen Federal Building at 219 South Dearborn, Room 1242, the following information about publicly held corporations is available on microfiche for public inspections: Stock registration forms, proxy statements, prospectus, Annual Report (if published) and forms 10-K, 10-Q and 8-K. Facilities are available for the user to make photocopies of desired information; cost is $.15 per page.

You may also write to the SEC in Washington and request photostatic copies of a proxy statement. (Such requests should be addressed to the Washington office only, and not any of the regional offices.) Request for copies should be addressed to:

Securities and Exchange Commission
450 5th Street, NW
Washington, D.C. 20001
ATTN: Public References
Telephone: 202/655-4000

The charge for copies is at the rate of $.10 a page, with a minimum charge of $5.00 per order.

For information on the stock holdings of the largest stockholder of a company who is neither an officer nor a director, write:

Securities and Exchange Commission
Publications Division
Washington, D.C. 20549

There is a charge for this service.

2. Government Publications

You may find an examination of the following helpful—can be ordered from the Superintendent of Documents, Government Printing Office, Washington, D.C. 20402.

Official Summary of Security Transactions and Holdings

A monthly survey of security transactions and holdings reported under the provision of the Security Exchange Act of 1934, the Public Utility Holding Company Act of 1935, and the Investment Company Act of 1940 by an officer, director, beneficial owner of more than 10 per cent of any registered equity security of any class of outstanding securities of the issuer, voting trustee, trustee, member of committee or member of advisory board, investment adviser, or affiliated person of investment adviser of a company registered with SEC. Individuals or institutions under any one of these classifications are listed alphabetically, by company, with the date of the transaction, the character of transaction (bought, sold, bequest, or inheritance, compensation, distribution, exchange or conversion exercise of rights, gift, inconsistent report, redeemed, stock dividend, transferred or accrued, report subject to further review, exercise of option, stock split), the number of shares involved, and the month-end holdings of the individual in the particular stock.

SEC News Digest

Summarizes each stock offering or other financing proposal for which a Securities Act registration is filed. Frequently reports the number of shares of stock held by the principal officers of the Company, or the percent of the total equity held by an officer.

3. The Tax Stamps on the Transfer of Real Estate

The amount of tax, as indicated by the stamps, will indicte the selling price less any mortgage. These records are available in the county recorder's office. (Sidwell Company, 28 W. 240 North Avenue, West Chicago, Illinois 60185 publishes property tax maps for selected counties in Northern Illinois, Michigan, Indiana. Such maps indicate the permanent tax index number for real estate, which is used to ascertain property ownership through lic records in the county clerk's office. Customer service telephone number: 312/231-8200.)

4. City and County Plat Books

Many of these plat books identify owners of large parcels of land. City plat books can normally be obtained through your bank or realtor; county plat books may be obtained through these or from the local farm bureau office. The official records may also be examined at the county clerk's office. (Rockford Map Publishers, 4525 Forest View Avenue, Rockford, Illinois 61108 publishes plat books for sixteen states, primarily in the Midwest.)

5. Accounting of an Estate Which Has Been Probated

If you know that a particular prospect has received an inheritance, you may wish to read the will of the deceased and also the accounting of the estate. It is important to note whether your prospect has control of the funds. The funds may be left in trust, and the trust beneficiary may or may not have the power to use the trust for charitable gifts, or to direct the ultimate disposition of the trust assets. *Wills of estates admitted to probate* may be examined at the office of the clerk of the probate court of the county in which the deceased had his or her legal residence, and *are a matter of public record.*

6. Business Reference Materials

Several business publications contain useful information about individuals, including Dun and Bradstreet Directories, Fortune 500 Directory, Moody's Industrial, Utility, Transportation and Bank and Finance Manuals, Standard & Poor's Register of Corporations, Directors and Executives, Dun's Reference Book of Corporate Managements and the Forbes Magazine issue covering the nation's 400 wealthiest individuals (published annually in the early fall).

B SECURITIES AND EXCHANGE COMMISSION OFFICE

1. Headquarters

450 5th Street, NW, Washington, D.C. 20001

2. Regional Offices

ATLANTA, Georgia, Suite 788, 1375 Peachtree Street, N.E., 30309

BOSTON, Massachusetts, 150 Causeway Street, 02114

CHICAGO, Illinois, Room 1204, Federal Office Building, 219 South Dearborn Street, 60604

DENVER, Colorado, Suite 700, 410 17th Street, 80202

FORT WORTH, Texas, 8th Floor, 411 West 7th Street, 76102

LOS ANGELES, California, Suite 500 East, 5757 Wilshire Boulevard, 90036-3648

NEW YORK, New York, Room 1102, 26 Federal Plaza, 10278

SEATTLE, Washington, 3040 Federal Building, 915 Second Avenue, 98174

WASHINGTON, D.C., Balston Center Tower, 4015 Wilson Boulevard, Arlington, Virginia 22203

3. Branch Offices

DETROIT, Michigan, 231 Lafayette Street, 1044 Federal Building, 48226

HOUSTON, Texas, Suite 302, Scanlan Building, 405 Main Street, 77002

MIAMI, Florida, Suite 1114, Dupont Plaza Center, 300 Biscayne Boulevard Way, 33131

PHILADELPHIA, Pennsylvania, Room 2204, Federal Building, 600 Arch Street, 19106

SALT LAKE CITY, Utah, 810 Boston Building, 9 Exchange Place, 84111

SAN FRANCISCO, California, Box 36042, 450 Golden Gate Avenue, 94102

RESOURCE IV

Reference List of Books for Purchase

From time to time development officers attempt to select some books for purchase. They intend to begin a collection which can be kept within the office and used by the development team. Resource IV presents a list of suggestions for such purchases.

A BIOGRAPHICAL

Who's Who in America—42nd Edition; Who's Who in the East, Midwest, South, Southwest and West; Who's Who in Finance and Industry; Who's Who in American Women

Marquis Who's Who, Inc, 200 East Ohio Street, Chicago, IL 60611
(Order through your institution's librarian)

Directory of American Scholars—8th Edition

Volume I—History; Volume II—English, Speech & Drama; Volume III—Foreign Languages, Linguistics & Philosophy; and Volume IV—Philosophy, Religion & Law

More than 33,500 scholars in the U.S. and Canada

R.R. Bowker Company, Order Department, P.O. Box 1807, Ann Arbor, MI 48106

B FINANCIAL INFORMATION

Official Summary

Securities Exchange Commission, monthly summary of stock transactions of officers and directors, publicly held corporations

U.S. Government Printing Office, Washington, D.C. 20402

Stock Proxies

For corporations registered with the Securities Exchange Commission. These show the stock holdings and frequently compensation of corporate officers and directors.

Available through your broker or bank for non-stockholders.

C CORPORATIONS

The CFAE Case Book

Twelfth Edition—Fall, 1982, Aid-to-Education Programs of 196 Leading Business Concerns.

Council for Financial Aid to Education, 680 Fifth Avenue, New York, NY 10019

Chamber of Commerce Business Directory State Merchants and Manufacturers Association Register

Annual Reports, Company Magazines and Newsletters, and College Graduate Recruitment Publications of Selected Corporations.

The Community and the Bank

Bank of America Editorial Services #3631, P.O. Box 37000, San Francisco, CA 94137

Corporate Foundation Profiles

Detailed analyses of 230 of the largest U.S. company-sponsored foundations, including those listed in The Foundation Center's *Source Book Profiles*.

The Foundation Center, 888 Seventh Avenue, New York, NY 10106

1984 Corporate Report Fact Book

9th District
Fact Book Supplement
10th District

Dorn Publishing Co., 7831 E. Bush Lake Road, Minneapolis, MN 55435

1. Corporate Directories

A selection from the following, as appropriate to the nature and emphasis of the development program:

1984 Directory of Corporate Affiliations

"Who Owns Whom"—published annually with five updating supplements and Geographical Index.

National Register Publishing Co., Inc., 5201 Old Orchard Road, Skokie, IL 60076

Dun and Bradstreet: Million Dollar Directory I

47,000 firms net worth over $1.6 million indexed alphabetically, geographically, by product class, and by top management.

Dun's Marketing Services, Three Century Drive, Parsippany, NJ 07054

Dun and Bradstreet: Million Dollar Directory II

37,000 firms net worth $1-$1.6 million indexed alphabetically, geographically, and by product class.

Dun's Marketing Services, Three Century Drive, Parsippany, NJ 07054

Dun and Bradstreet: Million Dollar Directory III

37,000 firms net worth $500,000 to $1,000,000—30,000 listed are privately held. Format consistent with that of Directories I and II.

Dun's Marketing Services, Three Century Drive, Parsippany, NJ 07054

FORTUNE 500 Directory—1982, Largest Industrial Corporations

Reprint from annual survey published in May and June issues.

FORTUNE, Circulation Department, 541 N. Fairbanks Court, Chicago, IL 60611

1985 International Directory of Corporate Affiliations

"Who Owns Whom Worldwide"—published annually.

National Register Publishing Co., Inc., 5201 Old Orchard Road, Skokie, IL 60076

A Guide to SEC Corporate Filings: What They Are, What They Tell You

Pertinent facts about public companies that trade their securities on the New York Stock Exchange, American Stock Exchange or Over-the-Counter.

Disclosure, Inc., 5161 River Road, Washington, D.C. 20016

Kansas Oil Production Maps

Kansas Blue Print, Inc., 1650 South Broadway, Wichita, KS 67211

1985 Keystone Coal Industry Manual

Reference manual for coal production, sales, purchasing, transporation and utilization.

Keystone Coal Industry Manual, McGraw Hill, Inc., 1221 Ave. of the Americas, New York, NY 10020

Matching Gift Details

One folder for colleges, another for preparatory schools.

CASE, Publications Order Dept., Box 298, Alexandria, VA 22314

Moody's Industrial Manual

Gives brief history and lists principal plants, officers and directors of principal business firms.

Moody's Investment Service, 99 Church Street, New York, NY 10007

Moody's Public Utility Manual; Transportation Manual; Bank and Finance Manual—2 Vols.

Moody's Investment Service, 99 Church Street, New York, NY 10007

1985 National Directory of Address and Telephone Numbers

Lists telephone numbers and addresses for 150,000 corporations, associations, government agencies and other entities nationwide.

National Directory of Addresses & Telephone Numbers, Whitney Communications Corp. Bldg., 14 Park Road, Tinton Falls, NJ 07724

National Directory of Corporate Public Affairs

New directory provides facts on Corporate Public Affairs Personnel. Covers the people responsible for a corporation's informational, political and philanthropic activities.

More than 1,000 corporations and 6,000 individuals are listed.

Columbia Books, Inc., Room 236-F, 777 14th St., N.W., Washington, DC 20005

Poor's Register of Corporations, Directors and Executives

Lists 37,300 corporations, including product, plants, officers and directors, and accounting firms; cross-indexed by individual officers and directors, indicates college attended and lists other business directorships as well as philanthropic trusteeships.

Standard & Poor's Corp., 25 Broadway, New York, NY 10004

Walker's Manual of Western Corporations—1986, 77th Edition

Published annually in 2 volumes. Data on corporations west of the Rockies, helpful to Western institutions.

Complete service per year includes manual and monthly supplements which gives descriptions of new companies, most current revenues and earnings for companies listed in manual, and monthly schedule of annual stockholder meetings.

Walker's Manual, Inc., 14032 Lake St., Suite 101, Garden Grove, CA 92643

D FOUNDATIONS

The Foundation Directory 10th Edition

Lists approximately 4,000 foundations alphabetically, by state, all U.S. charitable foundations with assets of $1,000,000 or over, or which make annual grants totaling $100,000 or more.

The Foundation Center, 888 Seventh Avenue, New York, NY 10106

Foundations Fundamentals: A Guide for Grant Seekers

The Foundation Center, 888 Seventh Avenue, New York, NY 10106

The Foundation Center Source Book Profiles

Analysis of the 1,000 largest foundations, listed alphabetically and cross-referenced by subject, type of support, geographical location and focus of giving. Issued in quarterly installments.

The Foundation Center, 888 Seventh Avenue, New York, NY 10106

National Data Book—10th Edition, 2 Volumes

Volume I contains an alphabetical listing; Volume II is a state listing in descending asset rank; listing of 22,000 private foundations showing financial data based largely on 1980-81 Internal Revenue Service information.

The Foundation Center, 888 Seventh Avenue, New York, NY 10106

The Foundation News

Issued Bi-monthly. Initial subscription is free. Each subsequent subscription is $18 a year for members and $24 a year for non-members.

The Foundation Center, 888 Seventh Avenue, New York, NY 10106

Foundation Grants Index Bi-Monthly

Description of recent grants. Formerly published in *Foundation News*.

The Foundation Center, 888 Seventh Avenue, New York, NY 10106

Foundation Grants Annual—14th Edition

Annual cumulation of the grant information and indices appearing in *Foundation Grants Index Bi-Monthly*. Lists over 27,000 grants of $5,000 or more.

The Foundation Center, 888 Seventh Avenue, New York, NY 10106

Comsearch Printouts

Listings from The Foundation Center's grants data base. Printouts available by broad topics, subject and geographic. Also available in microfiche.

The Foundation Center, 888 Seventh Avenue, New York, NY 10106

The Foundation 500—Eighth Edition

Top 500 Foundations, subject areas they give to, states they give in. Published every 3 years.

Foundation Research Service, 39 E. 51st Street, New York, NY 10022

Taft Corporate Information System

Includes *Taft Corporate Directory* and one year subscription to *Corporate Giving Watch*, corporate updates.

Taft Corporation, 5125 McArthur Blvd. N.W., Washington, D.C. 20007

Trustees of Wealth

Taft Corporation, 5125 McArthur Blvd. N.W., Washington, D.C. 20007

Taft Foundation Reporter

Taft Corporation, 5125 McArthur Blvd. N.W., Washington, D.C. 20007

Cumulative list of Organizations Described in Section 170(c) of The Internal Revenue Code of 1954

U.S. Treasury Department Publication No. 78—issued on subscription basis. Verifies the existence of a foundation, as well as other eleemosynary institutions: must subscribe to receive bi-monthly update supplements.

U.S. Government Printing Office, Washington, D.C. 20401

Annual Register of Grant Support—1981-82 Edition

Grant programs of selected foundations, as well as of business and professional organizations.

Marquis Who's Who, Inc., 200 E. Ohio Street, Chicago, IL 60611

Annual Reports of Leading Foundations such as: Ford, Carnegie, Rockefeller, Kellogg, Kresge, Robert Wood Johnson, etc.

Christian Philanthropy; Giver and Gatherer

Commission on Stewardship, National Council of Churches, 475 Riverside Dr., Rm. 830, New York, NY 10027

Foundation Guide for Religious Grant Seekers

Scholars Press, P.O. Box 5207, Missoula, MT 59806

1. Directories of Foundations Compiled by States:

ALABAMA

Alabama Foundation Directory

Reference Department, Birmingham Public Library, 2020 Park Place, Birmingham, AL 35203

ARKANSAS

Guide to Arkansas Funding Sources—1983

ICC, Inc., Box 141, Hampton, AR 71744

CALIFORNIA

Guide to California Foundations—1981, Fourth Edition

Northern California Grantsmakers, 334 Kearny St., 2nd Floor, San Francisco, CA 94108

ILLINOIS

Illinois Foundation Profile—October, 1982

Donors Forum of Chicago, 208 S. LaSalle St., Suite 60, Chicago, IL 60604

INDIANA

Indiana Foundation Directory

Central Research Systems, Inc., 320 N. Meridian, Suite 1011, Indianapolis, IN 46201

KANSAS

Directory of Kansas Foundations

The Association of Community Arts Council of Kansas, 333 N. Penn, P.O. Box 62, Oberlin, KS 67749

MASSACHUSETTS

Directory of the Larger Massachusetts Charitable Trusts and Foundations Which Grant Scholarships, Make Loans for Tuition, Grant Fellowships, or Award Other Assistance to Meet Student Educational Costs

The Commonwealth of Massachusetts, Department of the Attorney General, Boston, MA 02100

Broad Purpose Charitable Foundations Established Since the Publication of the "Directory of Foundations in Massachusetts," or Established Prior Thereto but not listed in the Directory

The Commonwealth of Massachusetts, Department of the Attorney General, Boston, MA 02100

A Directory of Foundations in the Commonwealth of Massachusetts—2nd Edition by John Parker Huber

Eastern Connecticut State College Foundation, Inc., P.O. Box 431, Willimantic, CT 06226

MICHIGAN

Michigan Foundation Directory—1981-82 Edition IV

Michigan League for Human Services, 200 Mill Street, Lansing, MI 48933

NEW HAMPSHIRE

Directory of Charitable Funds in New Hampshire—1976 with June 1983 Supplement

Office of the Attorney General, Charitable Trust Division, Concord, NH 03301

NEW YORK

New York Foundation Profiles by James H. Taylor

Davis-Taylor Associates,l Inc., 804 Main St., Williamsburg, KY 40769

OHIO

The 1982 Charitable Foundations Directory of Ohio

Charitable Foundations Directory, Attorney General's Office, 30 E. Broad Street, Columbus, OH 43215

Ohio Foundations Profiles by James H. Taylor

Davis-Taylor Associates, Inc., 804 Main St., Williamsburg, KY 40769

OKLAHOMA

Directory of Oklahoma Foundations by Thomas E. Broce

University of Oklahoma Press, 1005 Asp Avenue, Norman, OK 73069

OREGON

Directory of Foundations and Charitable Trusts Registered in Oregon by Virgil D. Mills—1983 Edition

Department of Justice, Charitable Trust Section, 500 Pacific Building, Portland, OR 97201

The Guide to Oregon Foundations—2nd Edition, April 1983

Tri-County Community Council, 718 W. Burnside Street, Portland, OR 97209

PENNSYLVANIA

Directory of Pennsylvania Foundations—2nd Edition, 1981

Friends of the Free Library, Logan Square, Philadelphia, PA 19103

WASHINGTON

Charitable Trust Directory

Office of the Attorney General, Temple of Justice, Olympic, WA 98504

WISCONSIN

Foundations in Wisconsin: A Directory

Published Biennially.

Marquette University Memorial Library, 1415 West Wisconsin Ave., Milwaukee, WI 53233

E GOVERNMENT

Higher Education and National Affairs

A newsletter—approximately 40 times a year.

American Council on Education, One Dupont Circle, Washington, D.C. 20036

Catalog of Federal Domestic Assistance

National Science Foundations: Annual Report—1979

From U.S. Government Printing Office, Washington, D.C. 20402

The Guide to Federal Assistance

Wellborn Associates, Inc., 5791 Beaumont Avenue, La Jolla, CA 92037

The Grantsmanship Center News

Bi-Monthly.

The Grantsmanship Center, 1031 South Grand Avenue, Los Angeles, CA 90015

F TAX DATA

Taxwise Giving

12 Issues.

Taxwise Giving, 13 Arcadia Road, Old Greenwich, CT 06870

Deferred Giving-Explanation

Specimen Agreements, Forms.

Taxwise Giving, 13 Arcadia Road, Old Greenwich, CT 06870

Charitable Lead Trust

Latest Internal Revenue Code Changes, Published Revenue Ruling and Treasury Regulations. Latest IRS Private Letter Rulings on Charitable Lead Trusts.

Taxwise Giving, 13 Arcadia Road, Old Greenwich, CT 06870

J. K. Lasser's Roundup of Tax News

Simon & Schuster, Simon & Schuster Building, 1230 Avenue of the Americas, New York, NY 10020

J. K. Lasser's Monthly Tax Service

With "your income tax"; Without "your income tax".

Simon & Schuster, Simon & Schuster Building, 1230 Avenue of the Americas, New York, NY 10020

Handbook on the Economic Recovery Tax Act of 1981

Prentice-Hall, Inc., 222 W. Adams, Chicago, IL 60606

Tax Economics of Charitable Giving. 1984 Edition.

Arthur Andersen & Co., 69 W. Washington St., Chicago, IL 60602

Tax Considerations in Charitable Giving. 1984 Edition.

Arthur Andersen & Co., 69 W. Washington St., Chicago, IL 60602

Estate and Gift Tax Changes Under 1981 Tax Law

Commerce Clearing House, Inc., 180 North LaSalle Street, Chicago, IL 60601

Explanation of Economic Recovery Tax Act of 1981

Commerce Clearing House, Inc., 180 North LaSalle Street, Chicago, IL 60601

Economic Recovery Tax Act of 1981 Law and Explanation

Commerce Clearing House, Inc., 180 North LaSalle Street, Chicago, IL 60601

G PUBLICITY

Editor and Publisher Yearbook

Editor & Publisher Co., 303 E. Ohio St., Chicago, IL 60611

Broadcasting Yearbook

Radio and TV stations;

Broadcasting Yearbook, 1735 DeSales St., N.W., Washington, D.C. 20036

Gebbie Press All-In-One Directory

Daily Newspapers, Weekly Newspapers, TV and Radio Stations, General Magazines, Business Papers, Black Press, Trade Press, Farm Publications, News Syndicates.

Gebbie, Box 1000, New Paltz, NY 12561

Working Press of the Nation—5 Volumes

Volume 1: The Newspaper Directory

Daily newspapers in U.S. and Canada . . . as well as 3,500 weekly special interest and foreign language newspapers.

Volume 2: The Magazine Directory

More than 3,500 consumer, trade and professional magazines.

Volume 3: The Radio and TV Directory

Detailed information on 6,900 radio programs and 2,100 TV shows.

Volume 4: Feature Writers, Photographers & Syndicates

A complete guide to free-lance writers and photographers.

Volume 5: Internal Publications

Comprehensive information on 3,300 companies, government associations, clubs and miscellaneous house organs.

National Research Bureau, Inc., 424 N. Third Street, Burlington, IA 52601

Media Resource Guide

Foundation for American Communications, 3383 Barham Boulevard, Los Angeles, CA 90068

H DIRECTORIES

Telephone Directories for major cities, your area, plus selected cities such as Manhattan, Washington, Chicago.

Social Registers, Club Directories, Service Organization Directories

City Directories in areas of concentration of constituencies. Lists residents both alphabetically and by street index.

R. L. Polk & Co., 431 West Howard, Detroit, MI 48231

NOTE: For some cities, a separate listing of telephone subscribers by street index is available through the telephone company; in most cases, requests for such a "reverse directory" are made through the local telephone company business office.

"Criss-Cross" Directories

Haines & Company, 817 Morse Avenue, Schaumburg, IL 60193

Martindale-Hubbell Law Directory—7 Volumes

Revised and published annually—provides "Complete Directory Service" for and about the legal profession.

Martindale-Hubbell, Inc., P.O. Box 1001, Summit, NJ 07901

Directory of Bank Officials in your state (usually available in back issues from your local bank.

Directory of Physicians

Security Dealers of North America

Lists of Offices of Dealers and Brokers—2 volumes per year.

Standard and Poor's Corp., 25 Broadway, New York, NY 10004

For church-related instructions, ***annual report or directory of the denomination.***

The Offical Catholic Directory

P. J. Kennedy & Sons, 866 Third Avenue, New York, NY 10022

Handbook for Development Officers of Independent Schools

CASE, Publications Order Dept., Box 298, Alexandria, VA 22314

Education Directory, Colleges and Universities

U.S. Government Printing Office, Washington, D.C. 20402

Education Directory: Education Associations 1982-1983—Supplement

U.S. Government Printing Office, Washington, D.C. 20402

Demographic Surveys of Your Area

Chamber of Commerce, Local Bank, Local Public Utility, Local Railroad

Bluebook of Your State

Secretary of State

Newsbriefs—Monthly

A compendium of brief articles on foundations and government programs and other developments on the philanthropic front which pertain to educational institutions, health care institutions, churches, social welfare agencies and other nonprofit organizations.

Lutheran Resources Commission-Washington, Dupont Circle Building, Suite 823, 1346 Connecticut Ave., N.W., Washington, D.C. 20036

I SUBSCRIPTIONS

1. Business Publications

Fortune—Bi-monthly

Time, Inc., 541 N. Fairbanks Ct., Chicago, IL 60611

Business Week

Business Week, 1221 Avenue of the Americas, New York, NY 10020

Forbes

Forbes Magazine, 60 Fifth Avenue, New York, NY 10011

Wall Street Journal

Wall Street Journal, 200 Burnett Road, Chicopee, MA 01021

Liberal Education

Association of American Colleges, 1818 R. Street N.W., Washington, D.C. 20009

The Chronicle of Higher Education—48 Issues

The Chronicle of Higher Education, 1333 New Hampshire Ave. N.W., Washington, D.C. 20036

2. Professional Publications

Council for Advancement and Support of Education—CASE

CASE, Publications Order Dept., Box 298, Alexandria, VA 22314

Gonser Gerber Tinker Stuhr—Bulletin

105 W. Madison Street, Chicago, IL 60602

National Association for Hospital Development

8300 Greensboro Dr., Suite 1110, McLean, VA 22102

American Society for Hospital Public Relations—Directors

840 N. Lake Shore Drive, Chicago, IL 60611

National Society of Fund Raising Executives

1511 K. Street, N.W., Suite 831, Washington, D.C. 20005

National Association of Independent Schools (NAIS)

18 Tremont Street, Boston, MA 02108

National Catholic Educational Association (NCEA)

Publication Sales Department
1077 30th St. NW Suite 100
Washington, DC 20007-3852

3. Newspapers

Newspaper of the local community as well as one(s) from the nearly largest urban centers

RESOURCE V

Special Services of Development Office/NCEA

The Development Office of the National Catholic Educational Association was established as a distinct office in 1982. Prior to this development services were supplied to members through their constitutive department. The Development Office works very closely with constitutive departments, their executive committees and members to provide various development services needed by members. While leading development activity for the Association, the office also devotes much time and energy to the educational aspects of development for Association members.

Specifically the Development Office:

- publishes a series of "how to" books on development including the following titles:

  Understanding & Implementing Development by Richard J. Burke. Development is much more than fundraising. It includes understanding, commitment, involvement, planning, a statement of the case and funding. The booklet presents practical suggestions which are now succeeding in Catholic institutions. 34 pp.

  Public Relations by Cathy Campbell, SP. Planning and execution of a successful public relations program are essential to the success of Catholic institutions. Detailed steps are provided in this booklet, along with methods for use with all types of media and with all sizes of audience. 39 pp.

  Annual Fund—Estate Planning, by Robert L. Stuhr and Jerry A. Jarc. This comprehensive "how-to" book is filled with practical suggestions helpful in two major development areas. The Annual Fund Drive and the Establishment of an Estate Planning Program can succeed by following the steps outlined. 22 pp.

  The Case Statement by Robert J. Yeager. The second book in the "how to" series on development issues, details the use of institutional philosophy, mission, long-range plans, programs, effects on the broader community and resources as the basis of a dynamic Case Statement. Includes two outlines for writing a Case Statement and a sample of a successful statement. 26 pp.

  Development in Total Catholic Education, a theme issue of *Momentum*. Experts discuss the concepts, the components, and the practical how-to's of development.

  Elementary School Finance Manual. This volume treats key financial areas that are the responsibility of the Catholic elementary school: Daily Financial Operations; The Annual Budget; Tuition; Long-Range Planning; Fundraising; and Steps Toward Development. It offers many examples of ready-to-use forms. 126 pp.

- organizes and facilitates an annual symposium on development issues in conjunction with the Annual Convention, Exposition and Religious Education Congress. Recent symposia have had 60-65 individual sessions on all areas of development.
- publishes PASTORS DEVELOPMENT NEWSLETTER which is sent to all U.S. pastors introducing them to the use of development in the parish and with parish related programs especially religious education.
- promotes the use of the Christian Brothers Investment Services, Inc. as a method to enhance return on current cash flow through an institution.
- serves as staff to the National Council for Catholic Education, (NCCE). The Council is an integral volunteer part of the National Catholic Educational Association whose objectives are:

1. to provide counsel to the President of the NCEA on the status of Catholic education on the national level;
2. to advise on the future directions and improvement of Catholic education;
3. to present recommendations for dealing with problems confronting Catholic education;
4. to assistg in identifying prospective candidates and resources for service to Catholic education; and
5. to participate in the financial support of NCEA.

Membership in the Council is by invitation from the NCEA President. The Council is influential in accelerating the spread of development throughout the U.S.

Members of the Development Office staff as well as departmental executive directors of constitutive departments take part in regional workshops and seminars which promote development. Special efforts will be mounted in 1986-87 to encourage and enable additional development activities on the part of elementary schools. Strong emphasis is placed on providing aid to elementary and secondary schools which serve large numbers of students from low-income families.

RESOURCE VI

Information Centers

A RESEARCHING PRIVATE FOUNDATIONS

The purpose of this section is to suggest procedures to obtain information concerning giving patterns and other particulars about certain private foundations.

Careful reading of the Foundation Directory issued by The Foundation Center, 888 7th Avenue, New York, New York 10106 will show very specific aims and purposes of many foundations, plus policies which eliminate many institutions.

This book contains entries for approximately 3,363 foundations, i.e., all those having assets of $1,000,000 or more or with annual giving of $100,000 or more. Entries are based mainly on 1979 fiscal dates.

All private foundations are required to file an information return annually with the Internal Revenue Service listing gross income, receipts and disbursements. This information is submitted on Form 990AR and Form 990PF. These returns must be filed by a foundation on or before the 15th day of the fifth month following the close of the Foundation's annual accounting period.

All foundations file the returns with the Mid-Atlantic Service Center, Internal Revenue Service, Philadelphia, Pennsylvania. Here is how you can obtain, for inspection, a copy of a foundation return:

1. If your institution is near one of the 58 cities where there is a district director, Internal Revenue Service, you may write your local district director expressing your desire to examine the Form 990AR and 990PF return of a specific foundation. You must name the foundation by its full title, provide its address, and state the year of the return desired. The district director will then obtain the return for you and notify you when it is available. You can then visit the district director's office and hand copy the information desired. There is no cost involved.

2. Another method is to make your request in writing to the Mid-Atlantic Service Center and route a copy of your request letter to your local district director, IRS. The Center will then send a copy of the return to the local district director's office, which in turn will inform you when the return has been received. As in (1), the return may only be inspected: Notations must be made by hand. You may, however, purchase the photostat at $1.00 a page.

3. It is also possible to secure directly from the Mid-Atlantic Service Center, IRS photostatic copies of the public information section of a foundation's Form 990AR and 990PF return. The charge is $1.00 for the first page and $.10 for each additional page of your total order. If the number of pages is fewer than ten, the Center will send the copies to you with a bill for the amount. If there are ten pages or more, you will be billed first and then, upon receipt of payment, the Center will send the photostats.

Requests should list the names of the foundations alphabetically, by state, and should be addressed as follows:

Mid-Atlantic Service Center
Internal Revenue Service
Post Office Box 187
Cornwell Heights, Pennsylvania 19020

Attention: Public Inspection
DP 511

There is frequently a lengthy delay in the response. You may receive quicker service through one of the various Cooperating Collections of the Foundation Center (See #5 below and attached list of these Collections).

4. Should your wish to visit the Mid-Atlantic Service Center to examine returns, you must write giving names of the foundations (alphabetically by state) whose returns you wish to examine, and the date you should like to be at the Center. You must include your name, address, and phone number as it is the policy of the Service Center to phone you when they have scheduled your appointment.

Information from the returns may be hand-copied there, or if you have a portable tape recorder its use there is permitted.

The street address of the Office of Public Inspection of the Mid-Atlantic Service Center is:

10551 Decatur Road
Philadelphia, Pennsylvania 19154

It should be noted that this address is different from the central office of the Mid-Atlantic Service Center, located at 11601 Roosevelt Boulevard, about one mile away. Both offices are in the extreme northeast section of Philadelphia.

5. Film copies of all foundation returns are also available for inspection, together with news clippings, new releases, books, directories, periodicals and biographical data, in the library of The Foundation Center, 888 Seventh Avenue, New York, New York 10106, telephone 212/975-1120. It also provides a national set of IRS returns for its Washington office, a regional set of cards for its field offices in Cleveland and San Francisco, and state sets of cards to over 80 cooperating regional collections in all 50 states, Canada, Mexico, Puerto Rico and the Virgin Islands. The Center, a non-profit organization incorporated in 1956 to disseminate information about foundations, obtains its copies of the private foundation returns on a monthly basis from the Mid-Atlantic Service Center, IRS. The Foundation Center is open weekdays from 10:00 a.m. to 5:00 p.m.

Some of the services and publications from The Foundation Center are:

The Foundation Center National Data Book (Annually in January). A list of more than 22,000 currently active foundations. Foundations are listed by state in descending order of annual grants amounts. Listings include foundation name, address, principal officer, assets, amount of grant made, and gifts received in the most recent year of record, which is specified. There is an alphabetical index to the listings.

Foundation Fundamentals: A Guide for Grantseekers. This totally new edition of the paperback guide to foundations describes in detail basic techniques for doing foundation funding research, as well as the use and contents of primary foundation information tools. Background information on the foundation field, as well as guidelines for proposal preparation, are included.

Foundation Center Source Book Profiles is an annual subscription service providing analytical profiles of more than 500 foundations per year; top 1,000 foundations are covered on a two-year cycle. Each profile is approximately 2-4 pages in length and includes a detailed factual breakdown of each foundation's giving by subject area, by grant type, and by grant recipient type. In addition to the grant analysis, descriptions contain full addresses, telephone numbers when available, the names of persons to contact for grant information, and complete lists of officers and pertinent staff. A complete up-to-date fiscal analysis includes assets, gifts received, and grants awarded figures. Background information on the foundation's founding, donors, and related activities is presented, as are details on the foundation's publications and application guidelines and procedures. Updated quarterly.

Foundation Grants to Individuals profiles the programs of more than 900 foundations that will make grants to individuals. While most foundations only make grants to nonprofit organizations, the foundations described in this book have made awards to students, artists, scholars, foreign individuals, minorities, musicians, scientists, and writers. It contains never before published information on foundation funds for scholarships, fellowships, internships, medical and emergency assistance, residencies, and travel agents.

The book is arranged by broad program areas and includes a detailed subject index. Entries include the foundation's address, telephone number, the name of the person to whom correspondence should be addressed, the foundation's asset size, the total amount of grants awarded, the portion of the grant total awarded to indivuduals, the number of individuals receiving grants, application information, and a description of that portion of the foundation's program relating to individuals.

In 1975 The Foundation Center inaugurated the Associates Program for organizations and individuals needing specialized information service on private foundations. Personal service of the staff and personal response to requests for information by phone or mail are available only to those who are Associates. (All persons visiting Center libraries are assisted by staff without charge.) Toll free telephone reference service has been available to Associates since January 1977. Customized searching of the computerized data bases of The Foundation Center is now available only to Associates. However, persons needing a single computer search or limited access to computerized foundation information can now access The Foundation Center's three data bases directly via the Lockheed DIALOG commercial communication system.

Using the DIALOG system, it is possible to search the *Foundation Directory* for information on the 3300 largest foundations, including location, structure, personnel, financial data, purpose and activities.

The Foundation Grants Index lists grants records and more than 400 American foundations. DIALOG searchers can obtain information such as name and location of foundation and recipient; size, date and number of

grants; descriptions and limitations of grants. In both data bases, DIALOG's full text indexing allows a natural language approach to subject and name searching. The *National Data Base* contains key information on all U.S. foundations as extracted from foundation IRS returns.

Searching is $60 per hour for computer connect time and $.30 for each complete citation printed offline.

For further information contact:

Lockheed Information Systems
3251 Hanover Street (15-50/201)
Palo Alto, California 94304
415/493-4411, ext. 45635

The Foundation Center
888 Seventh Avenue
New York, New York 10019
212/975-1120

The file of IRS forms 990AR and 990PF for all private foundations should be complete and available on aperture cards at The Foundation Center. During 1986 the Center will have received 1985 returns in monthly installments as they are processed and filmed by IRS. The cards may be used, free of charge, by visitors to any of The Foundation Center library collections. Microfilm and paper copies may be ordered only by Associates, however, requests should include full foundation name and its geographic location. It is recommended that large blocks by state should be ordered from the Internal Revenue Service.

Prices when ordered by Associates from The Foundation Center:

Aperture Cards—$.90 first card of an order; $.45 each additional card (15 microimages, one image for each page of the original return)

Paper Copies—$.90 first page of an order; $.45 each additional page.

6. Foundation Center Field offices opened late in 1977 in Cleveland and San Francisco. Each field office has a library facility with a fully developed collection on foundation funding and a supplementary collection on government and corporate funding and foundations, foundation annual reports, news releases, and often statements or materials prepared specifically by local foundations for the field office. The California office will have IRS returns for all foundations in the 11 Western states and the Ohio office will receive returns for 6 Central states.

Field Representative: Jeanne Bohlen
Address: Kent H. Smith Library
Foundation Center—Cleveland
739 National City Bank Building
629 Euclid
Cleveland, Ohio 44114
Telephone: 216/861-1933

Field Representative: Caroline McGilvray
Address: Foundation Center—San Francisco
312 Sutter Street
San Francisco, California 94108
Telephone: 415/397-0902

7. A regional collection of The Foundation Center is housed at The Donors' Forum of Chicago, 208 South LaSalle Street, Suite 600, Chicago, Illinois 60604.

It has a collection of current information on Midwest organizations filing as private foundations with the Internal Revenue Service.

The library is open to the public. Its hours are 9:00 a.m.-4:00 p.m. Monday through Friday. Susan Levy, Librarian. The telephone number is 312/726-4882.

8. The Foundation Center also maintains a duplicate set of all foundation returns at its Washington office, 1001 Connecticut Avenue, N.W., 20036, telephone 202/347-1400.

9. The Foundation Center also maintains over 80 regional collections in host libraries in 50 states, Canada, Mexico, Puerto Rico and the Virgin Islands. These reference collections are generally located in public, university or foundation libraries and contain copies of all of the Center's publications, as well as the aperture cards containing the filmed IRS returns for foundations in their state. An address list for these cooperating library collections found on page 38. For current information about newly designated library collections or other Center publications or services call toll-free 800/424-9836. All Center publications may be ordered via this WATS line if the purchase is to be charged to VISA or MASTER CHARGE accounts.

10. Some 480 foundations, chiefly the larger ones, publish and distribute annual reports. These reports are available for inspection at the library of The Foundation Center and at its regional libraries. You may wish to build your own library of reports of these foundations serving your geographic area or whose programs coincide with those of your institution, by writing to the executive secretary of the particular foundation.

11. IRS Form 990AR must be made available to the public at the principal office of the foundation for 180 days after publication of a notice of the report's availability according to the Tax Reform Act of 1969.

B FOUNDATIONS AND DONORS INTERESTED IN CATHOLIC ACTIVITIES, INC. (FADICA)

Organized in 1976, Foundations and Donors Interested in Catholic Activities, Inc. (FADICA), is an effort among a growing number of private foundations and donors across the country and in Europe to establish contact and maintain communication with one another. In addition to facilitating the exchange of information among its members, FADICA serves as a forum for the discussion of common grant requests and programs of mutual interest. FADICA also serves as a means of coordinating joint efforts by member foundations, and helps its members keep abreast of recent developments in the Church. FADICA is not a clearinghouse for information about fund raising nor does it give grants directly.

For further information contact:

Dr. Francis Butler, President
FADICA
Suite 401
1730 Rhode Island Avenue, N.W.
Washington, DC 20036

C FOUNDATION CENTER PUBLICATIONS

Publications of The Foundation Center are the primary working tools of every serious grantseeker. They are also used by grantmakers, scholars, journalists, regulators, and legislators: in short, by everyone seeking any type of factual information on foundation philanthropy. Copies of all publications are available for examination free of charge at any of the regional collections listed on page 38. Publications may be ordered from The Foundation Center, 888 Seventh Avenue, New York, NY 10106; please include prepayment and complete shipping address. For additional information or to place credit card orders, call toll-free 800/424-9836.

1. Source Book Profiles

Source Book Profiles is an annual subscription service offering a detailed description of the 1,000 largest foundations, analyzing giving patterns by subject area, type of support, and type of recipient. The service operates on a two-year publishing cycle, with each one-year Series covering 500 foundations. Each quarterly installment includes about 125 new profiles as well as information on changes in address, telephone, personnel, or program, and a revised, cumulative set of indexes to all 1,000 foundations covered in the two-year cycle by name, subject interest, type of grants awarded, and city and state location or concentration of giving.

2. National Data Book, 7th Edition

Lists the 22,000 currently active grantmaking foundations in the U.S. in one easy-to-use volume arranged by state in descending order by their annual grant totals. A separate alphabetical index to foundation names is also included. Foundation entries include name, address, and principal officer, plus full fiscal data (market value of assets, grants paid, gifts received, and fiscal period) and an indication of which foundations publish annual reports. *The National Data Book* will help you find the address of any active U.S. foundation, locate all foundations in a particular city or state, identify all foundations in a particular city or state, identify all foundations which issue annual reports, and profile foundation assets or giving levels by state or region.

3. Corporate Foundation Profiles, 3rd Edition

Includes comprehensive analyses of 234 of the nation's largest company-sponsored foundations, with full subject, type of support, and geographic indexes. Summary financial data is provided for 467 additional corporate foundations. Entries are drawn from *Source Book Profiles* and include address and telephone number, complete information about the parent company, financial data, an analysis of the foundation's giving program, and information regarding the foundation's policies, guidelines, and application procedures.

4. Foundation Grants to Individuals, 4th Edition

The only publication devoted entirely to specialized foundation grant opportunities for qualified individual applicants. The third edition provides full descriptions of the programs for individuals of about 950 foundations. Entries also include foundation addresses and telephone numbers, names of trustees and staff, financial data, and sample grants. This volume can save individuals seeking grants countless hours of research.

5. Foundation Grants Index Annual

Lists the grants of $5,000 or more awarded to nonprofit organizations by about 450 major U. S. foundations. The 13th edition is the largest *Index* ever, listing over 27,000

grants and including an expanded analytical introduction. The volume is arranged alphabetically by state and foundation name. Each entry notes the amount and date of the grant, name and location of the recipient, and a brief description of the grant. Indexes to grant recipients and subject keywords and phrases, a combined subject and geographic category index, and a new combined index by type of recipient and type of support awarded are provided.

6. Foundation Grants Index Bimonthly

This new current awareness service for grantseekers and grantmakers provides descriptions of over 2,000 recent grants—fully indexed by subject and recipient name—in each bimonthly issue. The service also includes cumulative lists of annual reports and information brochures issued by foundations and corporate grantmakers; a calendar of events and seminars of interest to the philanthropic community; an update service listing changes in grantmakers' policy, priorities, personnel, etc.; information on new books, articles, speeches, and other publications on fundraising and philanthrophy; plus special reports and grants analyses.

7. COMSEARCH Printouts

This popular series of computer-produced guides to foundation giving derived from The Foundation Grants Index Database is now issued in four separate categories.

COMSEARCH: Broad Topics indexes and analyzes recent foundation grants in 11 broad subject categories. Each listing includes all grants in the particular subject area reported to The Foundation Center during the preceding year, along with an index of foundations with addresses and notes about specific limitations on their giving program, a detailed subject index, and an index of all recipient organizations listed. *COMSEARCH: Broad Topics* includes:

- *Grants for Arts & Cultural Programs*
- *Grants for Business & Employment*
- *Grants for Children & Youth*
- *Grants for Higher Education*
- *Grants for Hospitals & Medical Care Programs*
- *Grants for Museums*
- *Grants for Science Programs*
- *Grants for Social Science Programs*
- *Grants for Women & Girls*
- *Grants for International & Foreign Programs*
- *Grants for Minorities*

COMSEARCH: Subjects includes 68 specially focussed subject listings of grants reported to The Foundation Center during the preceding year. Listings are arranged by the state where the foundation is located and then by foundation name, and include complete information on the name and location of the grant recipient, the amount awarded, and the purpose of the grant. ***COMSEARCH: Subjects*** may be purchased as a complete set on microfiche or individually by particular subject area of interest in paper or microfiche form. A full list of categories is available on request.

COMSEARCH: Geographic provides customized listings of grants received by organizations in two cities, eleven states, and four regions. These listings make it easy to see which major foundations have awarded grants in your area, to which nonprofit organizations, and what each grant was intended to accomplish.

COMSEARCH: Special Topics includes three of the most frequently requested special listings from the Center's computer databases. The three special listings are:

- The 1,000 Largest U.S. Foundations by Assets
- The 1,000 Largest U.S. Foundations by Total Giving
- 1,300 Operating Foundations Which Administer Their Own Projects or Programs

8. Foundation Fundamentals: A Guide for Grantseekers

This comprehensive, easy-to-read guidebook written by Carol Kurzig presents the facts you need to understand the world of foundations and to identify foundation funding sources for your organizations. Over 45 illustrations take you step-by-step through the funding research process. Worksheets and checklists are provided to help you get started in your search for funding. Comprehensive bibliographies and detailed research examples are also supplied.

9. America's Voluntary Spirit: A Book of Readings

In this thoughtful collection, Brian O'Connell, President of INDEPENDENT SECTOR, brings together 45 selections which celebrate and examine the richness and variety of America's unique voluntary sector. O'Connell researched nearly 1,000 selections spanning over 300 years of writing to identify those speeches, articles, chapters, and papers which best define and characterize the role that philanthropy and voluntary action play in our society. Contributors as diverse as de Tocqueville and John D. Rockefeller, Thoreau and Max Lerner, Erma Bombeck and Vernon Jordan are unified in a common examination of this unique dimension of American life. The anthology includes a bibliography of over 500 important writings and a detailed subject index.

THE FOUNDATION CENTER

The foundation Center has a nationwide network of reference collections for free public use which fall within four basic categories. The reference libraries operated by the Center offer the widest variety of user services and the most comprehensive collections of foundation materials, including all Center publications; books, services and periodicals on philanthropy; and foundation annual reports, newsletters and press clippings. The New York and Washington, D.C. libraries contain the IRS returns for all currently active private foundations in the U.S. The Cleveland and San Francisco field offices contain IRS records for those foundations in the midwestern and western states, respectively.

Cooperating collections contain IRS records for those foundations within their own state, and a complete collection of Foundation Center publications. Local affiliate collections (★) provide a core collection of Center publications for free public use.

Some reference collections (●) are operated by foundations or area associations of foundations. They are often able to offer special materials or provide extra services, such as seminars or orientations for users, because of their close relationship to the local philanthropic community. All other collections are operated by cooperating libraries or other nonprofit agencies. Many are located within public institutions and all are open to the public during a regular schedule of hours.

Please telephone individual libraries for more information about their holdings or hours. To check on new locations call toll-free 800/424-9836 for current information.

Where to Go for Information on Foundation Funding

Reference Collections Operated by The Foundation Center

The Foundation Center
888 Seventh Avenue
New York, New York
10106
212-975-1120

The Foundation Center
1001 Connecticut Avenue, NW
Washington, D.C. 20036
202-331-1400

The Foundation Center
Kent H. Smith Library
739 National City Bank Bldg.
629 Euclid
Cleveland, Ohio 44114
216-861-1933

The Foundation Center
312 Sutter Street
San Francisco, Calif. 94108
415-397-0902

Cooperating Collections

ALABAMA

Birmingham Public Library
2020 Park Place
Birmingham 35203
205-254-2541

Auburn University at Montgomery Library
Montgomery 36193
205-279-9110

ALASKA

University of Alaska, Anchorage Library
3211 Providence Drive
Anchorage 99504
907-263-1848

ARIZONA

Phoenix Public Library
Social Sciences Subject Department
12 East McDowell Road
Phoenix 85004
602-262-4782

Tucson Public Library
Main Library
200 South Sixth Avenue
Tucson 85701
602-791-4393

ARKANSAS

Westark Community College Library
Grand Avenue at Waldron Rd.
Fort Smith 72913
501-785-4241

Little Rock Public Library
Reference Department
700 Louisiana Street
Little Rock 72201
501-370-5950

CALIFORNIA

• California Community Foundation
Funding Information Center
1151 West Sixth Street
Los Angeles 90017
213-413-4719

★ Riverside Public Library
3581 7th Street
Riverside 92501
714-787-7201

★ California State Library
Reference Services, Rm. 309
914 Capitol Mall
Sacramento 95814
916-322-0369

San Diego Public Library
820 E Street
San Diego 92101
619-236-5565

★ Orange County Community Development Council
1440 East First Street, 4th floor
Santa Ana 92701
714-547-6801

Santa Barbara Public Library
Reference Section
40 East Anapamu
P.O. Box 1019
Santa Barbara 93102
805-962-7653

★ Central Sierra Arts Council
19411 Village Drive
Sonora 95370
209-532-2787

★ North Coast Opportunities, Inc.
101 West Church Street
Ukiah 95482
707-462-1954

COLORADO

★ Pikes Peak Library District
20 North Cascade Avenue
Colorado Springs, CO 80901
303-473-2080

Denver Public Library
Sociology Division
1357 Broadway
Denver 80203
303-571-2190

CONNECTICUT

Hartford Public Library
Reference Department
500 Main Street
Hartford 06103
203-525-9121

★ D.A.T.A.
81 Saltonstall Avenue
New Haven 06513
203-776-0797

DELAWARE

Hugh Morris Library
University of Delaware
Newark 19711
302-738-2965

FLORIDA

Jacksonville Public Library
Business, Science, and Industry Department
122 North Ocean Street
Jacksonville 32202
904-633-3926

Miami-Dade Public Library
Florida Collection
One Biscayne Boulevard
Miami 33132
305-579-5001

★ Orlando Public Library
10 North Rosalind
Orlando 32801
305-425-4694

★ Leon County Public Library
Community Funding Resources Center
1940 North Monroe Street
Tallahassee 32303
904-487-2665

★ Selby Public Library
1001 Boulevard of the Arts
Sarasota 33577
813-366-7303

GEORGIA

Atlanta Public Library
1 Margaret Mitchell Square at Forsyth and Carnegie Way
Atlanta 30303
404-688-4636

HAWAII

Thomas Hale Hamilton Library
General Reference
University of Hawaii
2550 The Mall
Honolulu 96822
808-948-7214

•★ Community Resource Center
The Hawaiian Foundation
Financial Plaza of the Pacific
111 South King Street
Honolulu 96813
808-525-8548

IDAHO

Caldwell Public Library
1010 Dearborn Street
Caldwell 83605
208-459-3242

ILLINOIS

★ Belleville Public Library
121 E. Washington Street
Belleville 62220
618-234-0441

• Donors Forum of Chicago
208 South LaSalle Street
Chicago 60604
312-726-4882

★ DuPage Township
300 Briarcliff Road
Bolingbrook 60439
312-759-1317

Sangamon State University Library
Shepherd Road
Springfield 62708
217-786-6633

INDIANA

★ Allen County Public Library
900 Webster Street
Fort Wayne 46802
219-424-7241

★ Indiana University Northwest Library
3400 Broadway
Gary 46408
219-980-6580

Indianapolis-Marion County Public Library
40 East St. Clair Street
Indianapolis 46204
317-269-1733

IOWA

Public Library of Des Moines
100 Locust Street
Des Moines 50308
515-283-4259

KANSAS

Topeka Public Library
Adult Services Department
1515 West Tenth Street
Topeka 66604
913-233-2040

★ Wichita Public Library
223 South Main
Wichita 67202
316-262-0611

KENTUCKY

•★ The Louisville Foundation, Inc.
623 West Main Street
Louisville 40202
502-585-4649

Louisville Free Public Library
Fourth and York Streets
Louisville 40203
502-584-4154

LOUISIANA

East Baton Rouge Parish Library
Centroplex Library
120 St. Louis Street
Baton Rouge 70802
504-344-5291

New Orleans Public Library
Business and Science Division
219 Loyola Avenue
New Orleans 70140
504-524-7382 ext. 33

★ Shreve Memorial Library
424 Texas Street
Shreveport 71101
318-226-5894

MAINE

University of Southern Maine
Center for Research and Advanced Study
246 Deering Avenue
Portland 04102
207-780-4411

MARYLAND

Enoch Pratt Free Library
Social Science and History Department
400 Cathedral Street
Baltimore 21201
301-396-5320

MASSACHUSETTS

• Associated Grantmakers of Massachusetts
294 Washington Street
Suite 501
Boston 02108
617-426-2608

Boston Public Library
Copley Square
Boston 02117
617-536-5400

★ Walpole Public Library
Walcott Avenue at Union Street
East Walpole 02032
617-668-0232

★ Western Massachusetts Funding Resource Center
Campaign for Human Development
Chancery Annex,
73 Chestnut Street
Springfield 01103
413-732-3175 ext. 67

★ Grants Resource Center
Worcester Public Library
Salem Square
Worcester 01608
617-799-1655

MICHIGAN

Alpena County Library
211 North First Avenue
Alpena 49707
517-356-6188

Henry Ford Centennial Library
16301 Michigan Avenue
Dearborn 48126
313-943-2337

Purdy Library
Wayne State University
Detroit 48202
313-577-4040

Michigan State University Libraries
Reference Library
East Lansing 48824
517-353-8816

★ Farmington Community Library
32737 West 12 Mile Road
Farmington Hills 48018
313-553-0300

University of Michigan-Flint Library
Reference Department
Flint 48503
313-762-3408

Grand Rapids Public Library
Sociology and Education Dept.
Library Plaza
Grand Rapids 49503
616-456-4411

Michigan Technological University Library
Highway U.S. 41
Houghton 49931
906-487-2507

MINNESOTA

★ Duluth Public Library
520 Superior Street
Duluth 55802
218-723-3802

Minneapolis Public Library
Sociology Department
300 Nicollet Mall
Minneapolis 55401
612-372-6555

★ Saint Paul Public Library
90 West Fourth Street
Saint Paul 55102
612-292-6311

MISSISSIPPI

Jackson Metropolitan Library
301 North State Street
Jackson 39201
601-944-1120

MISSOURI

• Clearinghouse for Mid-continent Foundations
Univ. of Missouri, Kansas City
Law School, Suite 1-300
52nd Street and Oak
Kansas City 64113
816-276-1176

Kansas City Public Library
311 East 12th Street
Kansas City 64106
816-221-2685

• Metropolitan Association for Philanthropy, Inc.
5600 Oakland, G-324
St. Louis 63110
314-647-2290

Springfield-Greene County Library
397 East Central Street
Springfield 65801
417-866-4636

MONTANA

Eastern Montana College Library
Reference Department
Billings 59101
406-657-2262

★ Montana State Library
Reference Department
1515 E. 6th Avenue
Helena 59620
406-449-3004

NEBRASKA

W. Dale Clark Library
Social Sciences Department
215 South 15th Street
Omaha 68102
402-444-4822

NEVADA

Clark County Library
1401 East Flamingo Road
Las Vegas 89109
702-733-7810

Washoe County Library
301 South Center Street
Reno 89505
702-785-4190

NEW HAMPSHIRE

• The New Hampshire Charitable Fund
One South Street
Concord 03301
603-225-6641

★ Littleton Public Library
109 Main Street
Littleton 03561
603-444-5741

NEW JERSEY

★ The Support Center
17 Academy St., Suite 1101
Newark 07102
201-643-5774

New Jersey State Library
Governmental Reference Unit
185 West State Street
P.O. Box 1898
Trenton 08625
609-292-6220

NEW MEXICO

•★ Albuquerque Community Foundation
6400 Uptown Boulevard, N.E., Suite 500-W
Albuquerque 87110
505-883-6240

New Mexico State Library
325 Don Gaspar Street
Santa Fe 87503
505-827-3824

NEW YORK

New York State Library
Cultural Education Center
Humanities Section
Empire State Plaza
Albany 12230
518-474-7645

Buffalo and Erie County Public Library
Lafayette Square
Buffalo 14203
716-856-7525

Levittown Public Library
Reference Department
One Bluegrass Lane
Levittown 11756
516-731-5728

Plattsburgh Public Library
Reference Department
15 Oak Street
Plattsburgh 12901
518-563-0921

Rochester Public Library
Business and Social Sciences Division
115 South Avenue
Rochester 14604
716-428-7328

Onondaga County Public Library
335 Montgomery Street
Syracuse 13202
315-473-4491

★ White Plains Public Library
100 Martine Avenue
White Plains 10601
914-682-4488

NORTH CAROLINA

North Carolina State Library
109 East Jones Street
Raleigh 27611
919-733-3270

• The Winston-Salem Foundation
229 First Union National Bank Building
Winston-Salem 27101
919-725-2382

NORTH DAKOTA

★ Western Dakota Grants Resource Center
Bismarck Junior College Library
Bismarck 58501
701-224-5450

The Library
North Dakota State University
Fargo 58105
701-237-8876

OHIO

Public Library of Cincinnati and Hamilton County
Education Department
800 Vine Street
Cincinnati 45202
513-369-6940

★ Ohio Dept. of Economic and Community Development
Office of Grants Assistance
30 E. Broad Street, 24th floor
Columbus 43215
614-466-6652

Toledo-Lucas County Public Library
Social Science Department
325 Michigan Street
Toledo 43624
419-255-7055 ext. 221

OKLAHOMA

Oklahoma City University Library
NW 23rd at North Blackwelder
Oklahoma City 73106
405-521-5072

Tulsa City-County Library System
400 Civic Center
Tulsa 74103
918-592-7944

Tulsa City-County Library System
400 Civic Center
Tulsa 74103
918-592-7944

OREGON

Library Association of Portland
Education and Documents
801 S.W. Tenth Avenue
Portland 97205
503-223-7201

PENNSYLVANIA

★ Northhampton County Area Community College
Learning Resources Center
3835 Green Pond Road
Bethlehem 18017
215-865-5358

★ Erie County Public Library
3 South Perry Square
Erie 16501
814-452-2333 ext. 54

★ Dauphin County Library System
Central Library
101 Walnut Street
Harrisburg 17101
717-234-4961

★ Lancaster Public Library
125 North Duke Street
Lancaster 17602
717-394-2651

The Free Library of Philadelphia
Logan Square
Philadelphia 19103
215-686-5423

Hillman Library
University of Pittsburgh
Pittsburgh 15260
412-624-4528

RHODE ISLAND

Providence Public Library
Reference Department
150 Empire Street
Providence 02903
401-521-7722

SOUTH CAROLINA

★ Charleston County Public Library
404 King Street
Charleston 29403
803-723-1645

South Carolina State Library
Reader Services Department
1500 Senate Street
Columbia 29211
803-758-3181

SOUTH DAKOTA

South Dakota State Library
State Library Building
322 South Fort Street
Pierre 57501
605-773-3131

TENNESSEE

Knoxville-Knox County Public Library
500 West Church Avenue
Knoxville 37902
615-523-0781

Memphis Public Library
1850 Peabody Avenue
Memphis 38104
901-528-2957

★ Public Library of Nashville and Davidson County
8th Avenue, North and Union Street
Nashville 37203
615-244-4700

TEXAS

• The Hogg Foundation for Mental Health
The University of Texas
Austin 78712
512-471-5041

Corpus Christi State University Library
6300 Ocean Drive
Corpus Christi 78412
512-991-6810

Dallas Public Library
Grants Information Service
1515 Young Street
Dallas 75201
214-749-4100

• El Paso Community Foundation
El Paso National Bank Building, Suite 1616
El Paso 79901
915-533-4020

★ Funding Information Center
Texas Christian University Library
Ft. Worth 76129
817-921-7000 ext. 6130

Houston Public Library
Bibliographic & Information Center
500 McKinney Avenue
Houston 77002
713-224-5441 ext. 265

Funding Information Library
1120 Milam Building
115 E. Travis Street
San Antonio 78205
512-227-4333

UTAH

Salt Lake City Public Library
Business and Science Dept.
209 East Fifth South
Salt Lake City 84111
801-363-5733

VERMONT

State of Vermont Department of Libraries
Reference Services Unit
111 State Street
Montpelier 05602
802-828-3261

VIRGINIA

Grants Resources Library
Ninth Floor
Hampton City Hall
Hampton 23669
804-272-6496

Richmond Public Library
Business, Science, & Technology Department
101 East Franklin Street
Richmond 23219
804-780-8223

WASHINGTON

Seattle Public Library
1000 Fourth Avenue
Seattle 98104
206-625-4881

Spokane Public Library
Funding Information Center
West 906 Main Avenue
Spokane 99201
509-838-3361

WEST VIRGINIA

Kanawha County Public Library
123 Capitol Street
Charleston 25301
304-343-4646

WISCONSIN

Marquette University Memorial Library
1415 West Wisconsin Avenue
Milwaukee 53233
414-224-1515

WYOMING

Laramie County Community College Library
1400 East College Drive
Cheyenne 82001
307-634-5853

CANADA

• Canadian Centre for Philanthropy
185 Bay Street, Suite 504
Toronto, Ontario M5J 1K6
416-364-4875

ENGLAND

★ Charities Aid Foundation
12 Crane Court
Fleet Street
London EC4A 2JJ
1-583-7772

MEXICO

Biblioteca Benjamin Franklin
Londres 16
Mexico City 6, D.F.
525-591-0244

PUERTO RICO

Universidad del Sagrado Corazon
M.M.T. Guevarra Library
Correo Calle Loiza
Santurce 00914
809-728-1515 ext. 343

VIRGIN ISLANDS

College of the Virgin Islands Library
Saint Thomas
U.S. Virgin Islands 00801
809-774-9200 Ext. 487

RESOURCE VII

Membership

A NATIONAL

1. National Catholic Educational Association

The National Catholic Educational Association has been providing leadership and service to Catholic educators since 1904.

NCEA is a voluntary membership organization serving the professional needs of its members at every educational level, both in school and out, through its many departments and service bureaus.

Every constituent department regularly meets with members' representatives to plan and implement needed projects and publications.

NCEA's purpose is to promote and encourage the principles and ideals of Christian education and formation; to encourage and provide means whereby Catholic educators and their institutions can work cooperatively and effectively for professional growth; to promote and interpret the Catholic educational endeavor and its contribution to the total national educational enterprise and to the general welfare of the nation; to seek and foster cooperation nationally and internationally between Catholic education institutions and agencies which promote the general welfare of society.

The NCEA issues publications available through membership.

These include:

- NCEA NOTES
- SEMINARY NEWS
- SEMINARIES IN DIALOGUE
- SPECIAL EDUCATION NEWSLETTER
- POLICYMAKER
- FORUM NEWSLETTER
- PARISH COORDINATOR OF RELIGIOUS EDUCATION
- PRIVATE SCHOOL LAW DIGEST
- CURRENT ISSUES IN CATHOLIC HIGHER EDUCATION
- UPDATE
- THE CATHOLIC PARENT
- MOMENTUM—NCEA'S professional journal, geared to the interests of administrators and teachers in Catholic schools, colleges and universities, and religious education centers. Sent to all members, it is also available by subscription. Yearly theme issue frequently available at half-price for bulk orders. Annual subscription: $16. Single copies: $4.50.

In addition to issuing regular periodicals dealing with professional information and insights, the NCEA publishes books and pamphlets on current educational issues and research. All NCEA books, pamphlets and multimedia materials are offered to NCEA members at special discount prices. As a member, you will be kept abreast of everything that NCEA publishes through special announcements and a publication brochure which is mailed periodically. The NCEA Standing Order Service is also available.

NCEA offers an excellent insurance program for members at special low-cost group rates:

- $500,000 Professional Liability Plan
- $1,000,000 Medical Protector
- Medicare Supplement
- Term Life
- Accidental Death
- Hospital Helper
- Salary Payer
- Cancer Coverage
- Headstart
- Life After 50

NCEA offers the following special services:

- NCEA Annual Convention
- NCEA Computer Conference
- NCEA Development Conference
- Annual Chief Administrators Meeting
- Annual Supervision, Personnel and Curriculum Workshop
- NCEA Inservice Programs
- REDI/REOI/REKAP/IFG
- National Center for Research in Total Catholic Education
- NCEA Data Bank
- Vision and Values in the Catholic School
- National Center for Justice and Peace Education
- Education of Handicapped Persons
- Early Childhood Services
- NCEA Services for Boards
- NCEA Services for Parent Organizations
- Financial Consulting Services
- Special Travel Services
- Credit Card Program

For further information contact:

Mrs. Rhoda Goldstein
Vice President for Financial Affairs
National Catholic Educational Association
Suite 100
1077 30th Street, NW
Washington, DC 20007-3852

2. National Catholic Development Conference

A History of Commitment

Since 1968, the National Catholic Development Conference has been the leader of the religious fund raising community. Its continuing commitment is to. . .

- foster and maintain the general public's confidence in the integrity of religious fund raising. NCDC Active Members agree to support the ethical framework embodied in the NCDC *Precepts of Stewardship* and the U.S. Bishop's *Guidelines for Fund Raising in the United States*.
- assist members in developing effective, up-to-date methods and strategies of fund raising for the efficient achievement of their goals.
- bring members together in their common interests and encourage unified action in their concerns.
- represent members' interests and positions before law makers, governmental agencies and other publics.
- inform the general public as well as the media of the important human needs met and outstanding services performed with the funds raised by NCDC members.
- provide a central office to serve as a forum through which members can learn, exchange information and discuss ideas and problems.

Membership Categories

NCDC welcomes as members the development officers and key fund raisers of charitable institutions and agencies, religious orders, dioceses, hospitals and educational institutions. In addition, commercial organizations professionally involved with fund raisers are eligible for membership.

Active—For Catholic organizations, all of which enjoy voting privileges. Annual dues are based upon philanthropic income. Groups listed in the Official Catholic Directory may only join this membership category.

Professional Affiliation—For non-Catholic organizations. All full time development staff are eligible for NCDC benefits and services.

Associate—Also for non-Catholic groups, this is an individual, personal membership, designed for the small development office. If you're a one man shop, this is for you.

Corporate—For commercial firms, providing products and services to fund raisers. Dues vary, depending upon exhibit and advertising benefits selected.

For information about NCDC write:

Mr. George Lopez
Director of Membership Services
National Catholic Development Conference
86 Front Street
Hempstead, NY 11550

3. National Catholic Stewardship Council, Inc.

The National Catholic Stewardship Council, Inc. is an organization primarily concerned with encouraging dioceses and parishes in implementing various programs of stewardship.

It was found by the late Father Paul F. Kaletta, of the Archdiocese of St. Louis. It was in 1962, when under the sponsorship of Joseph Cardinal Ritter, a meeting was held in St. Louis, to which were invited, from the various dioceses of the United States, representatives, primarily priests, to exchange information and share ideas concerning church support. As head of the Archdiocesan Expansion Fund, Father Kaletta recognized the need for the development of a Catholic theology and philosophy of church support and envisioned the many benefits which would accrue to the Church by the sharing of information about the practices and methods used by the various dioceses in solving their financial problems.

Three years after this initial and highly productive meeting, another conference was scheduled. It was in August, 1965, at this meeting in St. Louis, Missouri, that officers were elected to serve for two years and charged with the responsibility to plan for the expansion of the organization.

From this point on, conferences were held annually, on a national basis, moving from St. Louis to Oklahoma City in October, 1966, to Kansas City, Missouri in November, 1967, at which approximately one hundred delegates from over fifty arch/dioceses were in attendance. A constitution was adopted and new officers were elected for a two-year period. A Board of Directors was also formed and the Most Reverend Albert R. Zuroweste, Bishop of Belleville, accepted an invitation to serve as the Council's Episcopal Moderator.

Columbus was to be the site for the National Catholic Stewardship Council's Fifth Annual Conference. Accepting Bishop Elwell's invitation to come to Ohio, were some one hundred delegates representing sixty arch/dioceses. As Annual Conferences continued through the years, more Ordinaries from many areas of the country expressed an interest in hosting the conferences. As a result, such meetings were held in Denver, Colorado; San Antonio, Texas; Pittsburgh, Pennsylvania; Tucson, Arizona; Arlington, Virginia; Detroit, Michigan; and New York, New York. St Louis, Missouri and San Antonio, Texas were the sites chosen on more than one occasion.

At NCSC's Ninth Conference, the Most Reverend Edward E. Swanstrom, Auxiliary Bishop of New York, and Executive Director of Catholic Relief Services, accepted an invitation to serve as Associate Episcopal Moderator for the NCSC. In 1974, a national ofice was established in Washington, D.C. Bishop Zuroweste, because of age and the pressure of other duties, asked to be relieved as Episcopal Moderator, and the Most Reverend William G. Connare, Bishop of Greenburg, became Co-Episcopal Moderator, together with Bishop Swanstrom.

NCSC is, therefore, a service center whose goal it is to assist dioceses, parishes, religious communities, and organizations to: encourage adoption of the total Stewardship concept; foster the exchange of ideas among dioceses and other Church-related groups; promote the doctrine of shared responsibility and accountability as presented by the Council Fathers at Vatican II; help pastors and parish councils to educate and motivate parishioners to become better stewards by taking more active and meaningful roles in the mission areas of prayer and worship, Christian education, service and administration; and to help all Church members tor recognize the importance for Church support to be based on the need for a person to give and to do so dependably and in proportion to one's blessings.

Members of NCSC benefit from many of the services and resources that are presently available. Among them are: the new Wills Awareness Seminar Kit; the Parish Stewardship Kit For Time and Talent; the Increased Offertory Parish Stewardship Kit; the Manual on Stewardship of Time and Talent for Lay Ministries (also printed in Spanish); and the Stewardship of Money Manual. Additional membership benefits include special registration fees for annual conferences, reduced rates on all publications, voting privileges, local seminars, personnel referral service, the exchange of program materials, and NCSC News.

The organization founded by Father Paul Kaletta has grown over the years, having had widespread influence on diocesan and parochial fund-raising activities throughout the United States and the Universal Church. His dedication, leadership, and foresight played a key role in founding NCSC and in nurturing it through its formative years. His appreciation for the principles of organization provided the NCSC with a steady and sustained growth. Of greater importance, his wisdom helped to prevent it from making some of the fatal mistakes so characteristic of many other movements within the Church during the 60's.

The National Catholic Stewardship Council was originally founded as a fundraising oriented organization. With the development of a Catholic theology and philosophy of church support, however, the concept of total stewardship became better known and more universally accepted. As a result, NCSC committed itself to promoting Christian Stewardship as a way of life—that privilege and duty that is ours, as clergy, religious, and laity to share our gifts of Time, Talent, and Treasure . . . our very personhood . . . so that the Church in this day may be a "true reflection of Jesus and His way of Life".

For information about NCSC write:

Mr. Amato A. Semenza
Executive Director
NCSC, Inc.
1 Columbia Place
Albany NY 12207

4. Council for Advancement and Support of Education

The Council for Advancement and Support of Education, (CASE) offers programs and services to help institutions:

- build public understanding,
- step up the level of alumni involvement and support,
- improve government relations,
- recruit more students,
- strengthen communication with internal and external audiences, and
- increase private financial support.

CASE accomplishes these objectives in two major ways. First, it serves nationally as a principal public affairs arm for education, thus helping to create a favorable climate for the important work an institution is doing locally and regionally. Second, it offers a wide variety of programs to help members do a more effective job in their institution.

Membership in CASE is open only to nonprofit educational institutions listed in the ***Accredited Institutions of Postsecondary Education*** published by the Council on Postsecondary Education; to accredited independent elementary and secondary schools; to institutions listed in the ***Universities and Colleges of Canada*** and the ***International Handbook of Universities;*** and to independent alumni associations, college-related foundations, and system/central offices of universities.

No institution is eligible for membership unless it is entitled to exemption from federal income tax under Section 115(a) of the Internal Revenue Code of 1954 as a public education institution or under Section 501(c)(3) and Section 509(a)(1), (2), (3) of this code or similar provisions of prior or subsequent statutes.

Further information about CASE programs, conferences, publications and memberships can be obtained from:

Office of the President
Council for Advancement and Support of Education
Suite 400
11 Dupont Circle
Washington, DC 20036

5. National Society of Fundraising Executives (NSFRE)

The National Society of Fund Raising Executives, (NSFRE) is a professional organization of more than 4,500 fund raising executives with a national office in Washington, D.C. It is the only organization of its kind that operates withihn a strong, local chapter framework where persons of a variety of fund raising backgrounds meet together monthly in the interests of the profession.

Through over fifty chapters located in most states and major metropolitan areas, and through regional and national events as well, NSFRE offers meetings and educational programs that are affordable and convenient to attend.

Participation in NSFRE provides members with continuing education in their professional field, and with the opportunity to become well acquainted with their colleagues. As one new member said recently, "Sirice joining NSFRE, I no longer feel I'm on an island. I now know I'm part of a true profession."

As a professional society, NSFRE assists its members in their professional efforts . . . by providing a forum for discussion of common concerns . . . by providing opportunities for continuing professional education . . . by developing and disseminating pertinent information . . . and by fostering ethical standards for the management, direction and counseling of fund raising programs for philanthropic institutions and agencies.

A central purpose of NSFRE is to foster the development and growth of professional fund raising executives. Among the services provided to NSFRE members are:

- The annual International Fund Raising Conference.
- A Survey Course on Fund Raising Fundamentals offered throughout the country each year.
- Local meetings for addressing fund raising concerns and for the exchange of ideas.
- The opportunity to meet, work with and learn from other fund raising professionals in the field.
- *The NSFRE News*, the Society's newsletter, published ten times a year.
- Regular listings of job openings around the country printed in each issue of *The NSFRE News*.
- *The NSFRE Journal*, a magazine for fund raising professionals published twice a year.
- The quarterly *Sightlines*, an issues and analysis paper.
- Information on state and national legislative activity through *Legislative Alerts*.
- The availability of national staff for consultation and information.
- Career information.
- A program of professional certification to provide "credentials" for fund raising executives.
- Information from studies and research affecting fund raising.

For further information contact the Society's national office:

National Society of Fund Raising Executives
Suite 3000
1101 King Street
Alexandria, VA 22314

6. Public Relations Society of America

The Public Relations Society of America (PRSA), headquartered in New York City, is the world's largest professional society for public relations practitioners. The Society's 12, 372 members represent business and industry, counseling firms, government, associations, hospitals, schools and not-for-profit organizations.

Since it was chartered in 1947, PRSA has continued to provide a forum for the discussion of issues affecting the profession, and the resources for promoting the highest in professional standards.

PRSA has 91 chapters throughout the United States. Some 18 national committees, boards and task forces monitor and act upon such national concerns as First

Amendment freedom, educational affairs and social responsibility.

Members can choose to belong to one or more of the Society's 14 professional-interest sections. Sections offer members the opportunity to explore issues and concerns unique to their fields of specialization.

PRSA's major service to its members is an integrated professional development program. Guidebooks, conferences, seminars, publications, and other materials aid members at every career level in maintaining existing professsional skills and acquiring new ones.

PRSA firmly believes that professional integrity is based on sound and ethical practice. Upon joining the Society, members agree to adhere to the PRSA "Code of Professional Standards."

In 1965, PRSA established a voluntary Accreditation program. Members with at least five years of professional experience may earn Accredited status by passing written and oral examinations. Accredited status attests to a professional's competency in the practice of public relations. Upon successful completion of the examinations, individuals may use the letters APR (Accredited in Public Relations) next to their name.

The PRSA Information Center, located at the national office, contains the world's largest library of public relations texts, articles, guidebooks and other relevant materials. Information is available on some 600 subjects. Each year the Center answers more than 17,000 requests for information and receives more than 1,000 visitors.

Each month, members receive the *Public Relations Journal*, which provides members with current information on public relations theory and techniques, and covers the issues that affect society and its institutions. *PRSA News Briefs*, published in the *Journal*, contains information on PRSA and professional development programs.

"The Professional Connection" is PRSA's career referral service, which is available to members and nonmembers. Job seekers can dial a special telephone number, 212/308-7284, and hear a recording, updated weekly, of available public relations positions. Employers who would like available public relations jobs listed with the service should call 212/826-1750, extension 49, or write the national office.

Available from PRSA is the *National Directory of Speakers on Public Relations Topics* containing some 250 qualified speakers with expertise on a variety of significant public relations topics. The *Directory* is a valuable resource for planning public relations workshops.

The Foundation for Public Relations Research and Education, established in 1956, undertakes projects that benefit the entire profession.

PRSA's commitment to professional development extends to the student level. The Public Relations Student Society of America (PRSSA) has 5,000 members and 140 chapters on college campuses across the country. An internship program, PRIDE—Public Relations Internships to Develop Expertise—gives qualified PRSSA members the opportunity for at least one internship during their academic careers.

The Information Center, located in PRSA Headquarters, is maintained as a lending and reference service for public relations professionals. Material consists of articles, brochures, manuals, kits and speeches dealing with public relations and related subjects.

For many PRSA members the Center has long been considered one of the most important services. In 1983, the Center responded to over 20,000 queries, most within 24 hours. With the maintenance of 800 subject files, the Center claims the largest collection of public relations materials in the world. To assist you in receiving the maximum benefit from the Center please follow the simple procedures outlined below.

- Please address all requests and return all material to: PRSA Information Center, 845 Third Avenue, 12th Floor, New York, NY 10022 212/826-1776.
- When requesting material please be as precise as possible so as to receive appropriate items. When you need information on a topic not shown, ask for it. We may have it; if not we will try to get it for you.
- Please limit requests to three subjects at a time.
- Because of the volume of requests, the maximum loan period is three weeks.
- A charge slip accompanies each loan packet specifying fees. Cost: Members $13 ($10/usage plus $3 postage/handling); Nonmembers $43 ($40/usage plus $3 postabge/handling).
- Members who visit the Center have free use of directories and winning Silver Anvil entries. For use of all other materials, member visitors pay $10. Nonmembers who visit the Center pay $10 for use of directories and $20 for use of all other materials. Note: If a nonmember joins PRSA within 60 days of using the Center, fees paid will be subtracted from the new member's dues.
- A bibliography of public relations books and periodicals is prepared annually and is available through the Center.

B LOCAL

There are many local, diocesan or state-wide organizations which development personnel may find helpful. These include:

- Diocesan Pastoral Council
- Local Parish Organizations
- Chamber of Commerce
- Local Advertising Clubs
- Publicity and Public Relations Organizations
- Service and Community Clubs

National Catholic Educational Association
1077 30th Street, N.W., Suite 100
Washington, D.C. 20007-3852
(202) 293-5954